



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
May 15, 2017

1. Call to Order and Roll Call

The meeting was called to order by Frank Pisano at 7:30 p.m.

Library Board present: Ashley Aidenbaum, Sheila Brice, Frank Pisano, James W. Suhay, Bob Tera, David Underdown

Library Board student representative present: Siena Capone

Absent and excused: None

Library Staff present: Doug Koschik, Library Director and Rebekah Craft, Associate Director.

Friends representative present: Jennifer Peterson

Student Representative Capone read the mission statement.

2. Consent Agenda

Motion to approve the consent agenda.

1st Tera

2nd Brice

A roll call vote was taken.

Yeas: Aidenbaum, Brice, Pisano, Suhay, Tera, Underdown

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports

Lauren Ziolkowski, Adult Services Librarian, and Kristen Tait, Head of Circulation, discussed a four-week online course they are taking, entitled "Serving Patrons with Mental Illness." Topics include how to identify individuals with mental illness, how best to serve them, which resources to offer them, and how to de-escalate heated situations. The course has inspired Ziolkowski to look at resources available in Oakland County and to establish relationships with service providers. Tate noted that the Circulation Department deals with the public at the Circulation Desk. This course has helped her as well, reaffirming certain principles and introducing new concepts.

Brice thanked Dr. Kristen Tait for her recent Library presentation on the history of jazz.

Pisano thanked Koschik, Craft, Suhay, Bruce Johnson, Mike Morad, Luckenbach Ziegelman Gardner, The Dailey Company, and Library Design Associates for their work on the Adult Services Renovation.

Pisano thanked the Library Board for attending the Race Relations and Diversity Task Force Diversity Champion breakfast on May 4, where Jim Suhay received an award as a 2017 Diversity Champion. Pisano read his acknowledgement, which can be found on page 51 of the May Board packet.

Pisano recognized staff anniversaries: Costello (11 years), Konchel (15 years) and Weeks (2 years).

Brice thanked Adult Services staff for special events during the month of April, such as the Shakespeare Tea and the Volunteer Luncheon.

Craft mentioned upcoming events of interest. (See page 87 of the May Board packet).

4. Board Committee Reports

Finance Committee: Tera reported that the Committee met on May 8. Complete minutes can be found on page 14 of the May Board packet. The FY2016-17 budget continues to track well after ten months. Tera mentioned major expenses of the month. (See page 15 of the May Board packet). The next meeting will take place on June 12 at 4:30 p.m.

Pisano stated that the Baldwin Library Trust has been fortunate to be able to withdraw money from the endowment funds each year, which allows the Library to do things that it would otherwise not be able to.

Building Committee: Suhay reviewed the May 3 meeting of the Building Committee. Minutes of that meeting can be found on page 17 of the May Board packet. The renovation is about 95% complete. We are working on finishing up the final details. The target is to have the space open for the public by May 31. Progress has been made on the Claudia Ireland Reading Room, on balancing the HVAC system in the new computer lab, and on opening up the passageway between the Adult Services area and the Circulation Desk. Work has begun on the punch list for the project. The Building Committee discussed the fire doors between the lobby and the Circulation Desk. These doors will be removed as soon as the City approves this change. The next Building Committee meeting will be on June 7 at 4:30 p.m.

Communications Committee: Aidenbaum reviewed the April 26 meeting of the Communication Committee. Complete minutes are on page 21 of the May Board packet. The Committee reviewed the six bids received for the website redesign and selected the top three companies to interview. Subsequent to that meeting, the three top companies were interviewed. It is recommended to award the contract to MARKIT. See pages 22 to 40 of the May Board packet for a complete analysis of the bids as well as the MARKIT bid document.

Motion: To approve a payment of \$25,900 to MARKIT Incorporated for the design of and first two years of hosting and support for a new Baldwin Library website to be paid out of account 811.0000 (Other Contracted Services).

1st Aidenbaum

2nd Brice

Yeas: Aidenbaum, Brice, Pisano, Suhay, Tera, Underdown

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

5. Library Report and Renovation Update

Koschik began the report, which can be found, in full, on pages 41 to 69 of the May Board packet. He highlighted the upcoming November 10 fundraiser and acknowledged major donors/sponsors to date: Chemical Bank; Renee Lossia Acho/KW Domain, the Brices, the Marks, the Teras, and Quarton Community Education. Koschik thanked the Friends for their ongoing support and expressed appreciation to Deb Mohatarem, Kaisa Mikkola, and their volunteers for the success of the recent book sale, which raised \$10,000.

Craft discussed the Makerspace naming completion and announced that Elisabeth Phou had won with her submission: Idea Lab. She mentioned the continued partnership with Local Hop, highlighted a few other events, and announced recent hires at Baldwin. Finally, Craft brought the Board up to date on the renovation, photos of which can be found starting on page 60 of the May Board packet.

Brice asked for confirmation that items on long-term loan—until May 15—need not be returned for a few weeks. Craft said that we are encouraging patrons to renew items, so that they don't all come back at once.

Pisano thanked Joe Valentine and the City of Birmingham for their continued support and for their maintenance of the Library's building.

Koschik and Tera thanked Siena Capone for her help in recruiting volunteers to set up the book sale. Capone herself participated in the setup. Pisano asked Capone for input from teens on the Library. Capone is brainstorming with peers to improve use of the Library by teens.

6. Liaisons

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Friends: Jennifer Peterson, Assistant Treasurer of the Friends, reported that the book sale in early May had raised over \$10,000. She highlighted several upcoming events/activities of the Friends: the Story Book Trail, which was to open to the public on May 20 in Beverly Hills; the Friends Annual Meeting, also taking place on May 20; the Claudia Ireland Reading room naming rights donation; and the Summer Reading Program, funded by the Friends. She mentioned that several members of the Friends attended the FOML (Friends of Michigan Libraries) annual conference in April. Topics explored were potential fundraising ideas, pursuing other types of events, and ways to increase membership and to be more visible at library events. The next meeting of the Friends Board will take place on Tuesday, June 13 at 7:00 p.m.

Pisano thanked Peterson for her volunteer work with the Friends.

7. New and Miscellaneous Business: Aidenbaum asked to review the list of invitees to the June 11 open house and ribbon-cutting ceremony and suggested inviting commissioners for an early preview of the renovated area.

8. Adjournment

Motion to adjourn the meeting.

1st Suhay

2nd Underdown

Yeas: Aidenbaum, Brice, Pisano, Suhay, Tera, Underdown

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:40 p.m.

Bob Tera, Secretary

Date

APPROVED