



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
March 16, 2020**

1. Call to Order and Roll Call:

The meeting was called to order by President Ashley Aidenbaum at 7:30 p.m.

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, and Jennifer Wheeler.

Absent and excused: Bob Tera.

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

Friends of the Library liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

Aidenbaum noted this is an abbreviated meeting because of the COVID-19 pandemic.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Mark

2nd Suhay

A roll call vote was taken.

Yeas: Aidenbaum, Mark, Pisano, Suhay, and Wheeler.

Nays: None.

Absent and excused: Tera.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Library Report on COVID-19 Measures: Koschik reported the Baldwin Library closed to the public over the weekend, effective Sunday, March 15, following the recommendation from the Michigan Library Association for all public libraries in the state to do so. On March 16, Governor Gretchen Whitmer issued an executive order formally closing all public libraries. There was a staff meeting on the morning of March 16 to discuss measures and decisions for the Library, with attendance both in-person and via video conference. 45 people participated. Employees made many helpful suggestions.

The Library is currently operating under the assumption that it will re-open April 6. However, the situation continues to be evaluated on a daily and even hourly basis. Staff will be paid for the next three weeks for the hours they had been scheduled to work.

Returns are still being accepted, with the exception of toys and LeapPads.

Limited hours will be held for communication with staff and for curbside pickup. Curbside pickup will be held at the end of the handicap ramp. Brand new bags will be used for these materials, and staff will be wearing gloves to handle the material.

On Monday, Tuesday, Thursday, and Friday the Library will be staffed 11:00 am - 4:00 pm. On Wednesday the Library will be staffed 2:00 pm - 7:00 pm. Staff will not be available on weekends.

3D prints already on the schedule will be run and are eligible for curbside pickup in order to limit contact between staff and the public. [Note: The Idea Lab later decided to put a hold on all 3D print jobs.]

If paper prints are needed, this is also possible on a case-by-case basis, and they are eligible for curbside pickup.

MelCat and ILL have been shut down statewide.

The Library is no longer accepting donations for the May Friends of the Library book sale. All donations received during the closure will be disposed of.

Library access will be restricted to Library staff, Board members, and construction crew. Volunteers will not be allowed access to the Library during this time. The building will be cleaned daily by the cleaning company. It will be "deep cleaning."

Library card address checks have been put on hold for three years to allow anyone with a Baldwin card to access online resources without interruption via www.baldwinlib.org/.

Library card registrations will be accepted by telephone during the interim. The fine-blocking threshold will be raised to \$50. Outstanding fines may be paid online at www.baldwinlib.org/pay-fines-online/.

The Library has suspended collections for outstanding fines. No fines will be assessed until four weeks after reopening. All items currently checked out will have due dates extended to April 13.

Youth Services is looking into providing streaming story times. Money has been shifted to electronic resource budgets.

IT will work on projects involving public computers. During the downtime, staff is being asked to make any necessary improvements to the Library's website.

The planned summer newsletter is on hold and will not be mailed. A digital newsletter will be released monthly and posted on the website. The Library is not sure at this point when programming will be resumed and to what extent.

Craft is very pleased with the quick reaction of Library staff to resolve many of the gaps left by the sudden closure.

Aidenbaum noted that the Library is required by law to preserve the anonymity of any employee who might test positive for COVID-19. She asked if there are any employees who will be adversely affected financially by the closure of the Library. Koschik stated that all staff will be paid for the following three weeks for the hours that they had been scheduled to work. He will hold further discussions with the City of Birmingham Human Resources Department about the personnel aspect of the unprecedented situation we are facing.

President's report: Not reported due to the abbreviated meeting.

Board comments: Not reported due to the abbreviated meeting.

Staff Anniversaries: Not reported due to the abbreviated meeting.

Upcoming events of interest: Not reported due to the abbreviated meeting.

4. Board Committee Reports

Finance Committee:

Not reported due to the abbreviated meeting.

Building Committee:

Not reported due to the abbreviated meeting.

5. Library Report and Renovation Update:

Not reported due to abbreviated meeting.

6. Liaisons

Friends: There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

7. Unfinished Business: None.

8. New & Miscellaneous Business:

Aidenbaum read the following motion:

Motion to approve the FY 2020-21 budget as stated in the budget resolution on page 49.

1st Suhay

2nd Pisano

Yeas: Aidenbaum, Mark, Pisano, Suhay, and Wheeler.

Nays: None.

Absent and excused: Tera.

The motion was approved unanimously.

9. Items Removed from Consent Agenda: None

10. Information Only: See pages 63 - 68 of the March Board packet.

11. General Public Comment Period: None

12. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Mark

Yeas: Aidenbaum, Mark, Pisano, Suhay, and Wheeler.

Nays: None.

Absent and excused: Tera.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 7:57 p.m. The next regular meeting is scheduled for Monday, April 20, 2020 at 7:30 p.m.

Frank Pisano, Secretary

Date