



**BALDWIN PUBLIC LIBRARY MINUTES,
VIRTUAL REGULAR MEETING
May 18, 2020**

Call to Order and Roll Call:

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

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, Bob Tera, Jennifer Wheeler; and Student Representatives Storm Stephenson and Roni Blank.

Absent and excused: None.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director; Robert Stratton, Administrative Assistant.

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: None.

This meeting was held online, via Zoom software, due to the State-mandated stay-at-home order issued in response to the COVID-19 pandemic.

1. Consent Agenda:

Motion to approve the consent agenda.

1st Tera

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Aidenbaum thanked Student Representatives Stephenson and Blank for attending the virtual Zoom meeting. She, along with staff and Board members, attended the Friends of the Library annual meeting on Tuesday, May 12. She stated she is grateful for the continued partnership.

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversaries and gave thanks to these staff members for their dedication and service to the Library: Melissa Behrens (1 year); Nadia Bertala (3 years), H Jennings (3 years); Jody Jennings (1 year); Denise Konchel (18 years); Sophia McFadden-Keesling (1 year); Briana Ratchford (1 year); and Robbie Terman (2 years).

Upcoming events of interest: Craft reported upcoming events at the Library, full details of which can be found on pages 32 – 33 of the May Board packet. These events will be held virtually, as physical-presence Library programs have been canceled for the time being.

3. Board Committee Reports

Finance Committee:

Tera reported that the Finance Committee held a Zoom conference on Monday, May 11 with Ron Carpenter from Raymond James. First, the Committee recommended that the Library Board transfer \$55,501.44 from the Library's Trust Endowment Funds. Then Carpenter recommended that certain Trust investments and equities be liquidated and that these cash assets be moved into stable money market accounts because of the volatility of the stock market. Full details of these financial movements can be found on page 14 of the May Board packet.

The FY 2019-2020 budget continues to track well after ten months.

Discussed also were the upcoming millage renewal elections for the City of Bloomfield Hills in August and the Village of Beverly Hills in November.

The next meeting of the Finance Committee will take place on Monday, June 8, 2020 at 4:30 p.m. It will be held via Zoom.

Building Committee:

Suhay reported that construction on the Youth Room expansion resumed on May 7. Contractors are currently finishing off the drywall. Painting will start on May 19. Restroom renovation is targeted to be complete by the end of May. Overall, construction has been delayed by around six weeks due to the shutdown.

Suhay referenced a detailed timeline prepared by The Dailey Company: physical construction of the building will be finished by the start of July; landscaping will start in June; and the entire project will be finished by the start of August. Library Design Associates (LDA) will deliver carpet, furniture, and stored Library books in June and July.

Once renovations are completed and staff has made adjustments to the arrangement of materials on the shelving, the Library will open the Youth Room to the public, but because of the pandemic, there will be no grand-opening ceremony.

The Construction Committee last met on Tuesday, April 29, via Zoom, to discuss the selection of terrace furniture for the Youth terrace and garden. The Committee reviewed the proposed terrace furniture and selected the Traverse chair with the Catena base table with solid Steelhead top. It also examined garden bench options, reviewed the merits of backless versus backed benches, and discussed which colors would be aesthetically pleasing for this location. The original plan prepared by LZG (Luckenbach Ziegelman Gardner) called for benches without backs. The Committee is gathering more information and will discuss this issue further at a working session on May 29.

The next meeting of the Construction Committee will take place on Friday, May 29 at 9:00 a.m. The next meeting to discuss outdoor furniture will take place on Friday, May 29, immediately following the Construction Committee meeting.

4. Library Report and Discussion of COVID 19 Measures:

Koschik discussed the Library's statistical dashboard, found on page 20 of the May Board packet. Most statistical indicators are—not surprisingly—low due to the Library being closed. Digital resource indicators

remain positive, however. A Birmingham City budget hearing will occur on Saturday, June 6, and Koschik will present the Library's proposed FY 2020-2021 budget.

The Idea Lab's Face Shield initiative, with production support from Farmington Hills molding/injection specialist PolyFlex, has so far produced in excess of 35,000 shields, which have been provided at no cost to local fire departments, police departments, hospitals, medical staff, and senior centers. As PPE supply reaches a stable point, the Idea Lab is reaching out to all Birmingham City Departments, Next, the Community House, and local businesses throughout the Birmingham Shopping District and Chamber of Commerce. Organizations in the contract communities will also be contacted. The initiative has garnered approximately \$40,000 in donations,

Craft reported the decision to cancel the Books & Bites 2020 fall fundraiser. The possibility of a 2021 fundraiser will be discussed in spring 2021.

Craft continues to collaborate with Michelle Hollo on marketing material. The full report can be found on page 23 of the May Board packet. The June issue of *Learn.Connect.Discover* will be sent out at the end of May.

Adult and Youth librarians are engaging in online workshops to further their professional skills. They are also taking webinars on Midwest Tape's updated purchasing interface. Youth Services continues to hold virtual story times. Both departments are planning virtual summer reading programs and are planning ahead for the 2021 Birbery program and the 2021 Battle of the Books.

Discussion of COVID-19 Measures:

Koschik presented a detailed six-phase reopening plan to Staff and the Board prior to this meeting. The Library is currently in Level 6, in which it remains closed to staff and the public, with most employees working from home. At Level 5, the Library will once again accept returns of materials, and staff will work staggered shifts within the building. 22,000 items are currently checked out with due dates set for August 1, 2020. In Level 4, curbside delivery will be offered, with porch delivery a possibility. In Level 3 ('Grab and Go'), the Library will reopen in a limited way to the public, with total building capacity reduced; patrons will be allowed to search for materials, check them out, and then leave. In Level 2, social distancing and cautionary sanitation measures will remain in effect while allowing patrons to stay within the Library for longer periods of time, in order to read, study, and use computers. Level 1 will be a post-pandemic state of normal operations, with precautions learned from the COVID-19 situation being implemented.

Beginning in Level 5, the Rotary Room, Donor Room, and Jeanne Lloyd Board Room will be used for staff workspace, with room rentals not being offered at this time.

A modified Code of Conduct was presented to the Board for review.

Motion to approve the modified Code of Conduct, which adds the following statement to the list of behaviors that are not acceptable in the Library: "Failure to follow City of Birmingham, Oakland County Health Department, State of Michigan, and Centers for Disease Control and Prevention infectious disease control guidelines in order to lessen the spread of COVID-19, as posted on the Library entrance."

1st Wheeler

2nd Aidenbaum

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Koschik will present an updated leave policy to Library staff on Wednesday, May 20, during an all-staff virtual meeting. This update will bring the Library's compensation and leave plan in line with the current pandemic policy for City of Birmingham employees.

5. Liaisons

Friends (Ryndee Carney):

Carney noted the Friends of the Library Annual Meeting occurred on Tuesday, May 12, via Zoom. The Friends of the Library plan on hosting continued virtual meetings throughout the summer.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business: None.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 33 - 115 of the May Board packet.

10. General Public Comment Period: None

11. Adjournment:

Motion to adjourn the meeting.

1st Tera

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:12 p.m. The next regular meeting is scheduled for Monday, June 15, 2020 at 7:30 p.m.

Frank Pisano, Secretary

Date