



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
September 20, 2021**

Call to Order and Roll Call:

The meeting was called to order by President Melissa Mark at 7:30 p.m.

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Jim Suhay, and Jennifer Wheeler.

Absent and excused: None.

Library Staff present: Rebekah Craft, Director, Jaclyn Miller, Associate Director, and Robert Stratton, Administrative Assistant.

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: Two (one, in person; one, via Zoom).

Wheeler read aloud the Library's Mission Statement.

All present recited the Pledge of Allegiance following establishment of quorum.

1. Consent Agenda:

Motion to approve the consent agenda.

1st Pisano

2nd Wheeler

A roll call vote was taken.

Yeas: Mark, Pisano, Rock, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Mark acknowledged the resignation of Trustee Ashley Aidenbaum after 6 years of service as Board Trustee. Aidenbaum appeared via Zoom. Mark read the commendation (found on page 17 of the September Board packet) honoring Aidenbaum's service to the Library Board. Aidenbaum thanked the Trustees and wished them success in their future endeavors in support of the Library and beyond.

Outreach efforts are ongoing. Board and Staff are dividing their efforts between local business, community, and education organizations. Rock will engage with the Detroit Zoo and Oakland Literacy Council; Suhay with Senior Men's Club of Birmingham, Daughters of the American Revolution chapters, and Holy Name Church; Pisano with Daxton Hotel and Townsend Hotel; Wheeler with Birmingham Public Schools and Scouts; and Mark with local senior centers and Cranbrook. Craft and Miller are developing focused informational materials to be dispensed to these organizations.

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversary: Brandon Bolek-Toubeaux (20 years of service), Petra Campbell (2 years), David Dapkus (4 years), Patricia Henricks (4 years), Jessica Hoeck (4 years), Jeff Jimison (4 years), Josh Rouan (21 years), Vicki Sower (14 years), Lynn Szykiel (2 years), and Elisabeth Volpe (16 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 98-99 of the September Board packet.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on Monday, September 13 in the Jeanne Lloyd Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 20 of the September Board packet.

Mark gave remarks of gratitude for the Van Dragt Trust donation, which has since been used for renovations in the building. These renovations included repainting the Grand Hall, and replacing carpeting and furniture on the second floor. The Van Dragt Trust will soon be used for expanding the Children's Garden along the northern side of the building. This will improve a previously unused space to make it available for children's activities, story times, and leisure. The Design Review Application and additional details can be found on pages 27 – 42 of the September Board packet.

The next meeting of the Finance Committee will take place on Monday, October 11, 2021, at 4:00 p.m. in the Delos Board Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

Building Committee:

Suhay reported that the Building Committee met on Wednesday, August 25 in the Jeanne Lloyd Room. Present were Mark, Pisano, Suhay, Craft, Miller, Kristen Tait, Merritt Cieslak Design (MCD) Principal Architects Steven Schneemann and Ron Cieslack, and MCD Interior Designer Dianne Schurg. Full minutes of this meeting can be found on pages 23 of the September Board packet.

583 responses were gathered from a public survey regarding Phase 3 renovations. Survey responses can be found on pages 43 – 80 of the September Board packet. These responses will be discussed during the upcoming Building Committee meeting.

Craft added that Miller arranged for a company to clean the exterior limestone walls on September 20. Electrical outlets have been installed on a corner of the north side of the building to allow for low-voltage exterior lighting.

The next meeting of the Building Committee will be held on Wednesday, September 22 at 4:00 p.m. in the Jeanne Lloyd Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

Strategic Planning Committee:

Rock reported that the Strategic Planning Committee met on Wednesday, September 15 in the Director's Alcove. Present were Rock, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 81 of the September Board packet.

A community survey will be offered to the public from October 4 through October 15. Mark inquired how the survey would be conducted. Craft responded that the survey will be emailed to the Library's list of 12,000 patrons, with survey copies made available within the Library. She noted the possibility of mailing a survey to every Birmingham and contract community resident, which would cost around \$4000 and is being considered.

Suhay noted that Ann Stuntz has agreed to facilitate focus groups to support revisions to the Strategic Plan. She has previously facilitated focus groups at the Library during the 2010 strategic planning process. The focus groups will be held via Zoom.

The next meeting of the Strategic Planning Committee will take place on Wednesday, November 17 at 9:00 p.m.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 83-95 of the September Board packet.

Computer use time for patrons has been increased from 45 minutes to 90 minutes. This limit was put into place as a safety measure during the COVID-19 pandemic. Teen programs have been held in person this summer and will continue in person throughout the fall. Youth Librarians are hosting outdoor story times at Barnum park four times weekly. Some Adult Services programs, such as Learning in Retirement, are returning in-person. The continuation of in-person programming is tentative based on COVID-19 case numbers.

Several new staff members have been hired in the Circulation Department. Beverly Banks and Elisa Barraza Barrios have been hired as Circulation Assistants. Diana Ancog and Haylie May have been hired as Pages.

A wood and marble table which belonged to Martha Baldwin has been transferred to the Birmingham Museum where it will be put on display.

Daughters of the American Revolution Piety Hill Chapter have donated to the Library to add American history titles, and have set up a Constitution Week display in the Grand Hall.

The Library's Polaris system has been upgraded to version 7.0. This enables staff to catalog and perform maintenance remotely.

The IDEA Task Force continues implementing a monthly thematic calendar, highlighting Hispanic Heritage Month in October and Dyslexia Awareness in November. The IDEA staff book club will be reading *The Fire Keeper's Daughter* and discussing on November 3. A diversity audit of the adult print collection will be performed by staff members. The Youth Services department continues to work through Project Ready.

The 2021 Summer Reading Program report can be found on pages 93 – 96 of the September Board Packet. Selected participants were awarded gift cards for a variety of accomplishments in the program. Miller gave special thanks to the Friends of the Library and iCode of Troy for their support.

First grader Rubina S. was drawn as the winner of a 3D printer, donated by JoAnn Fabric and Creativebug, for their participation in the Beanstack "Carnival of Reading Challenge." Congratulations!

Miller continues working with graphic designer Michelle Hollo on promotional and marketing materials for the Library, including Learn.Connect.Discover, student welcome booklet, community outreach flyer, Idea Lab booklet, among other items.

Youth Services Librarians Stephanie Klimmek and Susan Dion attended the Greenfield Elementary PTA "Back to School Picnic" on September 10 on behalf of the Library.

The Idea Lab continues finalizing expansion into the former Computer Lab. Workstations have been set up with multiple computers to eliminate the "computer bottleneck" the Idea Lab previously experienced with regards to workflow. Jeff Jimison's full Idea Lab monthly report can be found on pages 91-92 of the September Board packet.

5. Liaisons

Friends: Friends President Ryndee Carney reported Friends membership dropped from 375 to 243 in the previous fiscal year, and posited this is due to the COVID-19 pandemic and lack of traditional large book sales where the Friends are typically able to recruit members. She noted although membership was down, contributions from donors has been stable. The Friends generated approximately \$28,000 in the last fiscal year, compared to around \$38,000 the prior year. Pre-COVID fiscal year revenue was \$53,000.

The Friends donated \$23,375 in this past fiscal year and ended the year with \$35,777.18 in reserve.

Former Library Board Trustee David Underdown will replace Jennifer Peterson as Treasurer as her and her family have moved to Troy.

Craft thanked the Friends for their recent donation of \$6,300 for Adult Services programming.

Pisano commented that he would discuss the plausibility of a dedicated book sale space during Phase 3 renovation talks.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: 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 97-114 of the September Board packet.

10. General Public Comment Period: Sheila Brice gave her gratitude to Ashley Aidenbaum for her 6 years of service on the Library Board. She commended the Board for their work on community outreach and Phase 3 renovation planning.

11. Adjournment:

Motion to adjourn the meeting.

1st Suhay

2nd Rock

Yeas: Mark, Pisano, Rock, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:38 p.m. The next regular meeting is scheduled for Monday, October 18, 2021, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Jennifer Wheeler, Secretary

Date

APPROVED