



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
April 15, 2024**

Call to Order and Roll Call:

The meeting was called to order by President Karen Rock at 7:30 p.m.

Library Board present: Wendy Friedman, Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Kate Walter.

Absent and excused: None.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Office Administrator.

Friends of the Library liaison present: Ryndee Carney, President

Contract community representatives present: Kathy Mechigian, Bingham Farms

Members of the public present: Four (3 in person, 1 via Zoom).

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

Mark read aloud the Library's Mission Statement.

1. General Public Comment Period: None.

2. Consent Agenda:

Motion to approve the consent agenda.

A. Approval of March 18, 2024 Board Meeting Minutes

B. Approval of March 2024 vendor payments in the amount of \$322,386.98, including payments in excess of \$75,000.

C. Approval of total expenses in the amount of \$564,196.47

1st Friedman

2nd Mark

A roll call vote was taken.

Yeas: Friedman, Mark, Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Rock thanked Friends member Deb Mohatarem for her 10 years of volunteer work as Book Sales Chairperson. Rock was glad to see 14 staff members attend recent library conferences and found their reports enlightening.

Board comments: Wheeler thanked BPL for keeping WIFI hotspots available for the community. Rumble thanked the Library of Michigan for offering educational stipends so staff can attend conferences, and thanked staff for implementing the knowledge and skills learned from those conferences into day-to-day operations at BPL.

Staff Anniversaries: Rumble recognized the following staff anniversaries: Elaine Asher (5 years of service), Cameron Crawford (9 years), Carri Fritz-Gvozdich (15 years), Bob Glenn (12 years), Rosemary Isbell (6 year), George Kasparian (28 years), and Hannah Stoloff (2 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 84-85 of the April Board packet.

4. Board Committee Reports

Finance Committee:

Rumble reported that the Finance Committee met on April 8. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 14 of the April Board packet. The next meeting of the Finance Committee will take place on Tuesday, May 7, 2024 at 2:30 p.m. in the Delos Board Room.

Mark asked if the \$16,000 in grant revenue was typical of what BPL receives. Craft responded it was much higher, due to now requiring all conference attendees to apply for the continuing education grant from the Library of Michigan.

Building Committee:

Pisano reported that the Building Committee met on March 25 and April 8. Full minutes from these meetings are on pages 17-18 of the April Board packet. There was a safety issue with the entrance stairs that will delay the completion of Phase 3 by 8-9 weeks. The terrace is now open with furniture in placed and landscaping completed. The open house has been moved to September 15. The next meeting of the Building Committee will take place on Monday, May 20, 2024 at 1:00 p.m. in the Delos Board Room.

Outreach Committee:

Mark reported that the Outreach Committee met on April 9. Present were Friedman, Mark, Craft, and Miller. Full minutes from this meeting are on page 19 of the April Board packet. The next meeting of the Outreach Committee will take place on Tuesday, May 14, 2024 at 1:00 p.m. in the Delos Board Room.

Policy Committee:

The Policy Committee recommends the Board approve changes to the Idea Lab User Agreement, in regards to creation of prohibited items.

Motion to adopt the proposed changes to the Idea Lab User Agreement found on pages 118-121 of the April 2024 Board packet.

1st Wheeler

2nd Rumble

A voice vote was taken.

Yeas: Friedman, Mark, Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The next meeting of the Policy Committee will take place on Friday, May 31, 2024 at 9:30 a.m. in the Delos Board Room.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details of the complete report are on pages 21-31 of the April Board packet.

Miller reviewed the Statistics Dashboard and the Q3 Strategic Plan Status Report, noting developments on pages 39-44 of the April Board packet.

Youth staff have added an overflow room for Wednesday story times.
The IDEA Taskforce plans to use Beanstack for DEI training during the next Staff Development Day.
Craft will be hosting a special book club at Next on May 1 to discuss *Firekeeper's Daughter* by Angeline Boulley.

Two staff members attended the Computers in Libraries conference, three attended the Innovative Users Group conference, and the nine attended the PLA National Conference. Staff reports can be found on pages 29-37 of the April Board packet.

Zoe Lusk and Mia Gusho have been hired as Library Pages.

Craft will present the Library's FY2024-25 budget to the City of Birmingham at its Budget Hearing on April 27.

Mark inquired about the status of the Library of things. Craft said the goal is to have it ready for Summer Reading.

6. Liaisons

Friends: Ryndee thanked Craft and Miller for facilitating fresh paint, carpet renewal, and installing wheels for shelving in the Friends' storage/sales room. The Spring Sale will be held during the first week of May. May 3 will be Friends members only, May 4 will be a normal sale day, and May 5 will be \$5 bag day. The next annual meeting will be on Tuesday, May 14 at 7:00 p.m. in the Jeanne Lloyd Room, and must have 15 people to meet quorum. Pam DeWeese is leaving the Friends Board. Deb Mohatarem is stepping down as Book Sale Chairperson. Michelle Hollo will be ascending to that role.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: Kathy Mechigian asked Craft about Bingham Farms participation numbers. Craft responded that the Village Manager receives a report on checkouts and cardholders, but BPL does not track program attendance by contract community. Mechigian suggested that Craft ask the Village Manager about including library activities on the Village website.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update and shared a slideshow of progress photos, which can be found on pages 48-59 of the April Board packet. The entrance stairs were noncompliant with building code and are being demolished and repoured. Due to this, project completion is delayed by 8 to 9 weeks. A Phase 3 Open House is scheduled for September 15, 2024.

8. New & Miscellaneous Business:

Discussion of the formation of a Development subcommittee of the Library Board

At the February Board meeting, Friedman asked the Board to establish a subcommittee specifically for fundraising. Craft compiled background information for this discussion, which can be found on pages 80-81 of the April Board packet.

Friedman elaborated on possible future needs and key improvements the Library given its popularity in the community. However, after discussion with Craft she finds it is important to spend additional time developing community relationships during her first year as trustee. Friedman recommended postponing a vote on establishing said subcommittee.

The Board held discussion on this matter. The Library hosted a successful fundraising event to fund Phase 2, and any subcommittees regarding fundraising should be ad hoc for specific projects, as in the aforementioned case. After Phase 3 is completed, there was general agreement that the Board should pause on any future building developments for the time being. Appeal letters could seem distasteful immediately after taxpayers funded Phase 3 improvements, and appeal letters are already sent by the Friends annually. In addition, there was general agreement that Craft deserves a year without construction. Ultimately, the Board agreed to not establish a subcommittee at this time, and in the future, an ad hoc committee may be created for specific fundraising events.

Motion to not establish a Development Committee at this time.

1st Rumple

2nd Wheeler

Yeas: Friedman, Mark, Pisano, Rock, Rumple, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

9. Unfinished Business: None.

10. Items Removed from Consent Agenda: None.

11. Information Only: See pages 84-85 of the April Board packet.

12. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Mark

A roll call vote was taken.

Yeas: Friedman, Mark, Pisano, Rock, Rumple, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:01 p.m. The next regular meeting is scheduled for Monday, May 20, 2024, at 7:30 p.m. in the Rotary & Donor Room.

Melissa Mark, Secretary

Date