



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
June 24, 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, and Danielle Rumble.

Absent and excused: Jennifer Wheeler.

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: None.

Members of the public present: One.

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 May 20, 2024 Board Meeting Minutes

B. Approval of May 2024 vendor payments in the amount of \$343,755.68, including payments in excess of \$75,000.

C. Approval of total expenses in the amount of \$412,769.56

1st Pisano

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Rock thanked the Friends of the Library for their continued contributions through used media sales. She thanked Miller for providing items for the Quarton Lake Neighborhood Association welcome basket. Rock appreciated Craft's report about her experience at the Thinkspace conference held on Mackinac Island.

Board comments: None.

Staff Anniversaries: Rumble recognized the following staff anniversaries: Angelina Belotti (1 years of service), Debra Gantz (21 years), Megan Gusho (1 year), Jennifer Halpern (3 years), Jennifer Hassell (3 years), Sebastian

Hernandez (1 years), AJ Jawad (1 years), Mayoree Jones-Toubeaux (1 year), Daniel O'Brien (23 years), and Sheila Sweeting (3 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 90-91 of the June Board packet.

4. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on June 10. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 16 of the June Board packet. The next meeting of the Finance Committee will take place on Monday, July 8, 2024 at 4:00 p.m. in the Delos Board Room.

Craft reviewed the suggested budget amendment memorandum on pages 19-21 of the June Board packet. Discussion was held about parking costs incurred by the Library, with a suggestion to potentially evaluate whether these costs should continue to be incurred or be paid by staff instead, as had been done during the 2008-2010 recession. SP Plus Corporation increased monthly parking pass and hourly parking rates after the Library budget had already been approved for this current fiscal year.

Motion to approve the following amendments to the FY 2023-24 Budget and to transfer \$229,772 from the Library's Trust Funds to the General Fund to ensure the Fund Balance minimum of \$125,000 is met.

1st Rumple

2nd Pisano

A voice vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

Building Committee:

Pisano reported that the Building Committee met last on June 17. Present were Mark, Pisano, Craft, and Miller. Full minutes from this meeting, and the May 20 meeting, are found on pages 26-28 of the June Board packet.

Mark inquired about the installation date for the mural by Wendy Popko. Craft is waiting to hear back from the artist, who had requested an extension.

The next meeting of the Building Committee will take place on Monday, July 8, 2024 at 1:30 p.m. in the Delos Board Room.

Policy Committee:

Rock reported that the Policy Committee met on May 31. Present were Wheeler, Rock, Craft, and Miller. Full minutes from this meeting can be found on page 29 of the June Board packet. The Policy Committee recommends the Board approve changes to the Library Card Policy, Fines and Fees Policy, Collection Development and Maintenance Policy, Staff Development Policy; and the Electronic Device, Network, and Internet Usage policy.

Motion to adopt proposed changes to the Library Card Policy, Fines and Fees Policy, Electronic Device, Network, and Internet Use Policy, Collection Development Policy, and Staff Development Policy as found on pages 30 to 43 of the June 2024 Board packet.

1st Rock
2nd Rumble

A voice vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

Rock reviewed a newly proposed Communications Policy with the Board. The Policy Committee recommended approving this policy in part to enable proactive handling of crisis communications.

Motion to adopt the Communications Policy as found on pages 44 to 46 of the June 2024 Board packet.

1st Rock
2nd Rumble

A voice vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

The next meeting of the Policy Committee will take place in October 2024.

Outreach Committee:

Friedman reported that the Outreach Committee met on June 3. Present were Friedman, Mark, Craft, and Miller. Full minutes from this meeting can be found on page 47 of the June Board packet. The next meeting of the Outreach Committee will be held on August 6 at 11:00 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 49-59 of the June Board packet.

6. Liaisons

Friends: Ryndee reported the 4th Saturday Sale held on June 22 brought in \$667. The next 4th Saturday Sale will be held on July 27, potentially with all items priced at \$1. The Friends Board has 7 openings, with 7 people interested in joining. The FOL Board will vote on their acceptance to the Board during their July meeting.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update, complete details of which can be found on pages 63-78 of the June Board packet. The stairs are currently being re-leveled to make each step uniform. Tiling is expected to be finished Thursday. A final inspection of the stairs will also occur Thursday. Pending approval, there will be about a week and a half of cleaning, removing temporary walls, patching and painting, and other final items. Craft reviewed the photos on pages 70-78 of punch list items remaining.

Craft will contact the city engineer about addressing chips, cracks, and unevenness in the sidewalks in response to community member concerns. The Youth Room terrace entrance ramp will be removed after the main entrance is reopened.

8. New & Miscellaneous Business:

Update Salary and Benefits Schedule and Employee Pay Increases:

Craft reviewed the memorandum on page 80 of the June Board packet, which recommends a 3% increase for staff and flat rate increases for Pages and Substitute Librarians. Health insurance premiums will no longer be taken out of employee paychecks. Health benefits eligible employees may elect to receive a 1/3 stipend in lieu of health insurance through the City of Birmingham.

The Board discussed parking costs accrued by the Library.

Motion to approve the FY 2024-25 Baldwin Public Library Pay & Benefits Ranges schedule as shown on pages 82-83 and adopt a 3% pay increase for all staff members, excluding Pages and Substitute Librarians.

1st Pisano

2nd Rock

A voice vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

Request for deliberation on whether or not staff should be allowed to wear pride flag pins while working:

Craft reviewed the memorandum on pages 84-87 of the June Board packet, detailing pros and cons of allowing staff to wear pride flag pins while at work. Trustees deliberated: while Baldwin's values are inclusivity and diversity, it is important for all patrons to feel comfortable and for staff to appear neutral in all capacities while facing the public. Some represented the Library as a "safe neutral space" for patrons to interact with staff as "just people". Some are concerned this will lead to other causes, beliefs, or identities to become present or visible, inferring this would appear as a "perception of bias". Three options were presented: to allow, to disallow, or allow a trial period.

Motion to request staff not wear pride pins or buttons.

1st Pisano

2nd Rumble

A voice vote was taken.

Yeas: Mark, Pisano, Rock, Rumble.

Nays: Friedman.

Absent and excused: Wheeler.

The motion was approved.

9. Unfinished Business: None.

10. Items Removed from Consent Agenda: None.

11. Information Only: See pages 89-103 of the June Board packet.

12. Adjournment:

Motion to adjourn the meeting.

1st Rumple

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

The meeting was adjourned at 9:04 p.m. The next regular meeting is scheduled for Monday, July 15, 2024, at 7:30 p.m. in the Rotary & Donor Room.

Melissa Mark, Secretary

Date

APPROVED