

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES**

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, May 19, 2015

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President, Joan Luksik.

Present: Trustees: Peggy Cohen, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik and Pam Williams

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

Guests: Klaren Gerhart, Township resident.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan welcomed everyone. Joan stated that she was honored to give the opening remarks at this year's Staff Development Day. She was also honored to present the service awards to staff. She thought the team building exercises were wonderful and as a result of the exercises the kits prepared were donated to the DPL youth programs so it was a very productive day.

Joan commented on how great it is that we have communicated to our residents in our newsletter that we have restored hours and service along with materials and programs as a result of the millage passing and their continued support of this Library.

Joan attended the Friends of the Library's Annual Meeting in April and enjoyed the keynote speakers that were several local authors who presented their fascinating books along with their personal stories. It was a wonderful event and enjoyed by all.

Director's Verbal Report:

Carol stated that we have been busy with many building projects. Some of the pavers at the doorways on the Adult and Youth Terraces heaved and have now been replaced with cement slabs.

On April 18th we had an emergency closing due to a ruptured line on our lower level that has now been replaced. Parking lot maintenance work will happen this weekend, weather permitting. The parking lot will be sealed, cracks will be filled, and the entire parking lot will be re-stripped. The drive up returns will not be available for at least a 24 hour period. This has been extensively publicized and nothing will be due this weekend so hopefully it won't be too much of an inconvenience for our patrons. We had some minor flooding on May 8th and we are doing more investigation to make sure our check valve is working properly directing the flow of water from the west side parking lot to the east side parking lot. We will also be doing a "garden hose" test from the roof drains to see where the drains come into the lower level to try to divert this water away from the lower level and away from the building.

The Bloomfield Hills Student Art Exhibit is at the Library. Reception was last Tuesday with over 200 people attending. Bloomfield Hills School Superintendent Rob Glass thanked the Library and the Board of Trustees for hosting this wonderful event for the students.

This year's Everyone's Reading author is Brad Meltzer. He will speak about *The Inner Circle* and his experiences as a writer. Tickets are available on our website for the June 22 date.

Carol introduced Jen Taggart, Youth Services Assistant Department Head, who is here to speak about our new Discovery Skills Kits in our Special Needs Collection. Jen stated that the Friends of the Library generously funded the purchase of 20 Discovery Skills Kits and we now have 8 that are available for circulation. The idea of the kits is to introduce tactile and visual support of learning basic life concepts. Jen demonstrated several concepts to the Trustees. Carol congratulated Jen on developing these kits and our Technical Services Department on getting these kits ready for circulation as they are a processing marvel! The kits have been well received in the community.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS; GENERAL FUND BUDGET.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenburg, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Klaren Gerhart, Township resident.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

Strategic Planning Process

Carol introduced Rob Cullen of Kimberly Bolan and Associates. Rob is our strategic planning consultant and he presented via web cam. Rob stated they were very excited to be selected and as a company they focus only on libraries. He stated that their process is very heavy on community input from library users and non-users. Rob reviewed our strategic planning process with the Trustees and gave a preliminary timeline for this process along with the outcomes we can expect. The goal is to have this Strategic Plan ready for Board approval at the December 15, 2015 Library Board of Trustees Meeting.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the pension contribution. Carol stated that this is for the bond payment. We get this figure from Bloomfield Township. This is the contribution the Library is making towards the pension of retired employees. Employees hired after May 2011 do not have this plan as they have a defined contribution plan.

A question was raised with regard to personnel and library service expenses being a little higher. Carol stated that the personnel expenditure is higher due to the pension contribution and some of our library services are paid for at the beginning of the fiscal year which would contribute to the higher figure.

After discussion, a motion was made by Grant Gerhart, seconded by Judy Lindstrom, **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Judy Lindstrom stated we are working on the RFP for qualified Financial Institutions. We are looking for suggestions. It was suggested to possibly check with other Libraries for any recommendations they may have. Judy stated we would like to stay in this area with whatever company is chosen. The Finance Committee will select the final companies and the entire Board of Trustees will be involved with the interview process.

Meeting adjourned at 7:57 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, June 16, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary