

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 16, 2015

At 7:01 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; Finance Coordinator, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

Guests: Matthew Whitty and Walter Schwartz of Gregory J. Schwartz & Co, Inc.; Klaren Gerhart, Township resident; Emily Hudak, SOC representative; Two Library patrons.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams, **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 Luksik welcomed everyone. She thanked Pam Williams for joining her on the strategic planning committee which met on June 12, 2015 with our strategic planning consultants, Rob Cullin and Kim Bolan of Kimberly Bolan and Associates. Forms were distributed to the Trustees for suggestions of residents that may be interested in participating in a focus group. Invitations to participate will be mailed after July 10, 2015.

Director's Verbal Report:

Carol Mueller stated that we had a good start to our strategic planning process meeting with the consultants at the Library in person on June 12. Focus groups will meet on August 4, 2015 and again on September 9th and 10th. All the information gathered from these focus groups will be shared at the all-day retreat on October 15th.

The kick off to our summer reading programs began on Saturday, June 13th with our Super Hero Training Academy in the Youth Department. At this event, 140 children registered for the summer reading program. The Adult and Teen summer reading kick off was Monday and there were 33 teens and 56 adults that signed up for summer reading at that time. The Youth summer reading theme is "Every Hero has a Story" and the Adult summer reading theme is "Escape the Ordinary".

Carol thanked the Friends of the Library for their generosity in approving more than \$11,000 in gift funding to the Library for many of our requests for additions to library collections and programs. The Friends Sale Room is now named "The Book Nook" and new signage has been installed in the room reflecting the change.

The Used Equipment sale is going to be on June 27th from 10:00 am to 1:00 pm. A list of the items being offered was given to the Trustees.

Carol also shared the certificate received upon successful completion of one of the Gale Courses we now have on our website.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Grant Gerhart, seconded by Eli Greenbaum, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Klaren Gerhart, Township resident; Emily Hudak, SOC representative. Emily is also one of our Youth Service Librarians and at this time she shared the book "Extraordinary Jane" by Hannah E. Harrison which was chosen for this year's Story Book Walk. Two Library patrons were present and commented on what a great Library Bloomfield Township Public Library is.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Library Investment Review

Matthew Whitty and Walter Schwartz, from Schwartz & Co. presented an overview of the Library's investments. Their review included the Market Update, Asset Update, and Performance Analysis.

11b Award of Periodicals Subscription Bid

Carol stated that each year the Library releases a request for periodical subscription services proposals. The Trustees were given a copy of this year's RFP in their board packet. Requests were mailed out to six companies. All proposals received were publically opened on May 8, 2015. After a thorough review by Adult Services Librarians, Ann Williams and Ed Niemchak, it was decided to continue with our current serials vendor, W.T. Cox Information Services. They were able to supply all the titles requested, competitive pricing, good references, and our experience with them over the past year was very good. Carol thanked Ann and Ed for their thorough analysis of all the proposals received.

After discussion, a motion was made by Pam Williams, seconded by Peggy Cohen, **TO APPROVE AWARDING THE 2016 LIBRARY SERIALS BID TO W.T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c Investment and Depository Designation Resolution

Carol stated that our Investment and Depository Designation Resolution was reviewed by the Policy Committee recently and a slight change in wording was proposed. The proposed change was to state in a more generic way our delegation of authority to make investments in section 3. The Policy reviewed and approved this change at their June 5, 2015 meeting.

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO ACCEPT THE CHANGES TO THE INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed.

OTHER:

Judy Lindstrom stated we are working on the Investment Services RFP. Judy stated we would like to stay in this area with whatever company is chosen. A confidential list of Investment Service Firms was given to the Trustees for review. The Finance Committee will select the final companies and the entire Board of Trustees will be involved with the interview process. The timeframe for this process is to review submissions in August and award the RFP in September.

Meeting adjourned at 7:54 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, July 21, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary