

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

Oakland County, Michigan
Tuesday, February 16, 2016

At 7:00p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by Vice President Pam Williams.

Present: Trustees: Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Pam Williams, Joan Luksik via conference call.

Unable to attend: Peggy Cohen

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

Guests: Robin Lang, SOC representative; Klaren Gerhart, Township resident; Ed Niemchak, Adult Services Librarian.

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

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice President, Pam Williams welcomed everyone. She stated she is so very proud of the Library staff because of the positive image we have in the community. She hears many complimentary comments regarding the Library from Township residents!

Director's Verbal Report:

Carol instructed the Trustees to review the Annual letter to the Library Board from our auditors. Trustees received the letter in their gray folders at the meeting.

Carol stated that it is the Library's turn to host the author for Everyone's Reading, Lisa See. The program will be held at Temple Beth El on April 12th at 7:00 p.m. Tickets are available online at our website.

Carol shared the Adaptive Umbrella workshop brochure. This workshop will take place on Thursday, April 28th here at the Library. Youth Services Assistant Department Head, Jen Taggart, puts together this program courtesy of the Friends of the Library and their generous funding for this program. This is very well attended.

Carol shared a BIG thank you to the Friends of the Bloomfield Township Public Library for their recent gift of over \$40,000.00! Their generosity will allow the Library to fund many wonderful programs and complete many Library improvements.

At this time, Adult Services Librarian Ed Niemchak shared information about the new Adult Special Needs Collection. Ed shared materials with the Board and some high interest low level reading titles that are written by popular authors for this specific audience. He has been collaborating with Jen Taggart and the programs thus far have been well attended. Ed is very excited to provide these services to this adult specific audience.

CONSENT AGENDA MOTION:

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

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Joan welcomed Robin Lang, SOC representative and Klaren Gerhart, Township resident.

UNFINISHED BUSINESS:

No discussion items at this time.

NEW BUSINESS:

11a Grounds Maintenance and Snow Removal Bids

A request for bids for grounds maintenance and snow removal services went out on November 18, 2015. At the deadline of December 21, 2015 two companies submitted bids; Ace Landscaping, Lawn Care, and Snow Removal and Great Oaks Maintenance. Tree fertilization and garden maintenance services were not included in this bid. The Trustees were presented with the comparison of both companies' bids. Administration recommended that the bids for Bloomfield Township Public Library lawn maintenance and snow removal services be awarded to Ace Landscaping, Lawn Care, and Snow Removal beginning April 1, 2016. The Building and Grounds Committee reviewed all the information and supports this recommendation.

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO AWARD THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY LAWN MAINTENANCE AND SNOW REMOVAL SERVICES BID TO ACE LANDSCAPING, LAWN CARE, AND SNOW REMOVAL, PO BOX 75, CLAWSON, MI 48017 BEGINNING ON APRIL 1, 2016.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11b Proposed Fines and Fees Schedule

Carol stated that each year the Department Heads and Administration conduct an annual review of the Fines & Fees schedule in preparation for completing the FY 2016/2017 library budget. Several changes were recommended for this year. The most significant change proposed is to eliminate the rental collection by converting it into a free collection with very short loan periods. This will allow more patrons access to new and popular books and DVD's without having to endure long hold periods. This will be called HITS which stands for *High Interest Titles*. The loan period for HITS books is seven days and the rental fee would be removed. No renewals or holds would be allowed on these books. Overdue fines will be the same as regular three week loan books. The DVD HITS collection will have a loan period of two days for township residents and one day for non -residents. Another change is the addition of Photocopied Articles. Township residents will be able to request a photocopy of an article owned by another loaning institution. Charges for these items will be determined by the loaning institution. Several other changes were presented and Carol provided the Trustees with a copy of the Proposed 2016 Fines and Fees Schedule for their review.

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE THE SECHEDULE OF FINES & FEES AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2016.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No discussion

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

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Judy Lindstrom reminded Trustees of the Development Committee Meeting on March 7, 2016 at which time there will be discussion regarding which books to choose for the read-a-thon.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, March 15, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary