

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

Oakland County, Michigan  
Thursday, July 14, 2016

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

**Present:** Trustees: Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik, Pam Williams

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona; Finance Coordinator, Beth Sulek-LaHousse; Finance Coordinator, Sandi Bird.

**Guests:** Brooke Hoskins, SOC; Alan Panter CPA, Abraham & Gaffney, P.C.

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum **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:**

Joan thanked Carol Mueller, Tera Moon, Beth Sulek-LaHousse and Joan Wu for their work on the Board Packet this month. She was impressed with the immense amount of work that went into the audit, annual report and the request for consulting on the IT systems.

Joan read a resolution from the Library Board of Trustees to Adult Services Assistant Department Head, Connie Silver, on the occasion of her retirement.

**Director's Verbal Report:**

Carol shared an invitation to the Trustees to attend Connie Silver's retirement party on July 27th. Carol stated that Brooke Hoskins will begin her new position as Adult Services Assistant Department Head on August 1. Interviews for the Director's Secretary position will begin next week.

The Read to Seed Garden is thriving. The Youth Services staff extended a big Thank You to the Board for supporting the funding for this project.

The Friends of the Library had their second largest Saturday sale on July 9<sup>th</sup> and 10<sup>th</sup> with revenues of \$4674.50!

Pokémon GO was released on July 6<sup>th</sup>. Carol stated that we were surprised to find out that we have three stops in the Library!

**CONSENT AGENDA MOTION:**

After discussion, a motion was made by Pam Williams, 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 Brooke Hoskins, SOC representative.

**UNFINISHED BUSINESS:**

No discussion items at this time.

**NEW BUSINESS:**

***11a Audit***

Alan Panter from Abraham & Gaffney P.C. presented the Independent Auditor's Report and Management Letter to the Trustees. We received a favorable report from Abraham & Gaffney for FY 2015-2016. The auditors commended the Library and stated that they have given the Library a clean opinion as there were no journal entries needed and there are no areas of concern.

The Trustees thanked Beth Sulek-LaHousse, Finance Coordinator, for her very detailed work and careful management of our financial records. They stated they will miss her next year after her retirement, and will think of her fondly when we are doing our audit.

***11b FY 2015/2016 Annual Report***

Carol shared the Annual Report with the Trustees. She stated that it is truly a pleasure to review the previous year's activities. Carol thanked Tera Moon for preparing the report and the Library Department Heads for submitting their summaries of the year's activities in their respective departments. The Annual Investment Report was also presented to the Trustees. The report compared our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. The Annual Report will be posted on the website.

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2015/2016.**

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 items removed.

After discussion, a motion was made by Grant Gerhart, 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:**

Joan reminded everyone that August 4, 2016 is the Finance and Investment joint Committee meeting open to the entire Board at 10:00am in the Library Board Room to review the preliminary budget. Schwartz & Co. will attend to give investment overview. This is an open meeting and will be posted.

Meeting adjourned at 7:50 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, August 16, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary