

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 18, 2011

At 7:00 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom.

Present: Trustees: Margaret Cohen, Lyle Dahlberg via conference phone, Grant Gerhart, Judy Lindstrom, Joan C. Luksik, Pam Williams

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

Guests: Gwynn Super Glover, Township resident; Daniel Glover, Township resident; Linda Urey, United Homeowners representative.

Upon discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen **TO APPROVE THE ORDER OF ITEMS AS AMENDED ON THE AGENDA AND THE CONSENT AGENDA AS AMENDED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy wished everyone a Happy New Year! Judy noted that the Finance Committee minutes in the Board Packet mention some policy change recommendations in the language of the Investment Policy. Judy suggested that the Policy Committee convene in the next couple weeks to discuss these changes and review the policy document in case there are other policy changes that might need updating or clarification. The Policy Committee will coordinate with Karen and Carol and schedule this meeting. The committee will present language for the Board's review at the February Board Meeting.

Director's Verbal Report:

Assistant Director reported for the Director. Carol Mueller reported that our community paper recycling program is off to a great start. The container is available in the last row of parking on the west side of the Library's parking lot and available 24 hours a day. In the spring, some landscape screening will be done on the Telegraph Road side of the container.

Today was the first day implementing our new Envisionware software for the public internet computers. Our Systems staff worked very hard yesterday while the Library was closed, to get everything in place. A "Frequently Asked Questions" sheet was given to the Trustees and was prepared for staff to answer our patron's questions as well.

The Friends of the Library will be having a membership drive in March. The Friends also anticipate reaching the one million dollar mark in donations to the Library at this time. Plans are being made to celebrate this milestone. Judy commented on how marvelous the million dollar mark is and it shows how strong a volunteer group can be and what they can do for an organization.

CONSENT AGENDA MOTION

After discussion, a motion was made by Lyle Dahlberg, seconded by Pam Williams **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: GENERAL FUND BUDGET.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Gwynn Super Glover, Township resident; Daniel Glover, Township resident; and Linda Ulrey, United Homeowners representative.

Linda Ulrey asked if the recycling was open to the public as well as library staff. Judy stated that the public is welcome to use the recycling bin. Linda also asked if the Friends of the Library one million dollar mark was totaled from the inception of the Friends organization. Carol responded that this dates from sometime in the 1990's when the Friends began officially keeping records on these figures.

Gwynn Super Glover questioned why the bronze plaques listing Library Board of Trustee members were being replaced. Gwynn stated that as a township resident, she didn't feel there was a need to replace the plaques. Peggy stated that the Art Committee decided to re-create the Trustee Name Plaques out of different materials celebrating our new Library. These plaques will esthetically look much nicer. Also, the new plaque with the current Library Board members will have interchangeable name plates that can be updated when a new Board member is elected. When they are completed, they will be hung in the hallway adjacent to the Board Room. Carol will check on a time frame for the completion of this installation.

Dan Glover had questions regarding the building lighting during closed hours. He stated that he lives near the Library and passes the building at various times during the evenings. It is his feeling that the lights are on 24 hours a day. He questioned if the lights are turned down to "half lights" during closed times to reduce electrical costs. Carol stated that the lights are on timers and adjust after the cleaning crew leaves. Carol will follow up with our Facility Services Department Head on this matter.

UNFINISHED BUSINESS:

Audit Bid Award

A request for proposals for audit services was posted on our website, available at the Library's Welcome Desk and mailed to eight metro Detroit companies in October, 2010. Three companies did submit responses: Andrews, Hooper and Pavlik, Plante & Moran and Rehmann Robson. After a very comprehensive study, it is the recommendation of Administration and the Finance Committee to award the bid for audit services to Rehmann Robson.

After discussion, a motion was made by Joan Luksik, seconded by Lyle Dahlberg **THAT REHMANN ROBSON BE ENGAGED TO PROVIDE AUDITING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY. IT IS EXPECTED THAT THE FEES QUOTED IN THE PROPOSAL WILL BE HONORED FOR THE NEXT THREE CONSECUTIVE YEAR AUDITS.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

NEW BUSINESS:

No discussion at this time.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

Questions were raised with regard to the Gregory J. Schwartz & Co., Investment Portfolio Summary sheet. Several Trustees suggested some additional information they would like to have included and Carol will contact Schwartz & Co. to discuss changes to the format of the report.

After discussion, a motion was made by Lyle Dahlberg, seconded by Pam Williams **TO APPROVE THE REMOVED ITEMS FROM THE CONSENT AGENDA AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Meeting Adjourned at 7:35 p.m.

The next meeting of the Library Board of Trustees is Tuesday, February 15, 2011 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary