

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 15, 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, Judy Lindstrom, Joan C. Luksik, Pam Williams

Unable to Attend: Grant Gerhart, Trustee; Karen Kotulis-Carter, Library Director

Administration: Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona; Finance Coordinator, Beth Sulek-LaHousse

Guests: Robin Lang, SOC; Linda Urey, Township resident and United Homeowners representative; Mark Braiker, Royal Oak resident; Sue Bernstein, Township resident and Gayle Zech, Wayne State University Library Science Student.

Upon discussion, a motion was made by Peggy Cohen, seconded by Joan Luksik **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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy began by recognizing the Systems Department at the Library. She stated that we don't always see them, but they play a tremendous role in maintaining the technology at the Library. She commended Joan Wu, the Systems Department Head, along with her staff; Ruweed Bibi, Meredith Burns, Jordan Falby, Breck McCrory, Mary Miner, and Angelo Ortiz on the fine job they do at the Library.

Judy reminded the Trustees to return their Director's evaluation packet to the Personnel Committee for review and also to remember that the April Board of Trustees Meeting is on the fourth Tuesday of the month when scheduling their calendars.

Director's Verbal Report:

Assistant Director reported for the Director. Carol Mueller introduced Gale Zeck, a Wayne State University graduate student, doing her practicum at the Library this semester. She has had an overview of the entire Library and was invited here tonight to see the Library Board in action.

Carol reported that we had a very successful meeting with the Bloomfield Hills Schools Media Specialists on January 31, 2011. There were ten in attendance and information was shared regarding the resources we have at the Library. They also took a quick tour of the facility. Carol felt this was the beginning of a very long and successful relationship with the schools which was one of our Strategic Planning Goals.

Carol shared a patron compliment with the Trustees. A patron spoke with Karen and stated he lived in the township for 20 years and voted for the last two library mileages. He wanted her to know how much he enjoyed coming here and how pleased he was with how his tax dollars are being spent. When Karen asked if anything particular prompted his comments he offered that being in the Customer Service industry made him aware that customers often tell us their complaints and not so often of their satisfaction. Karen shared this compliment with staff and thanked them for their excellent quality of work and stated our patrons appreciate it.

Carol stated that we will be sending out a Request for Proposals for a cleaning company. It has been three years since the last RFP and we hope to get these out by the end of February with a due date of April 7, 2011. These will be evaluated and presented at the April Board meeting.

The Library will be displaying a dollhouse, donated by a township resident, along with three miniature room vignettes on March 1, 2011. We will be accepting "silent auction" bids until April 15, 2011 on the four items and the winners will be announced at the Doll House Program on April 16, 2011. The proceeds from this silent auction will benefit the Youth Services collection.

CONSENT AGENDA MOTION

After discussion, a motion was made by Lyle Dahlberg, seconded by Peggy Cohen **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: GENERAL FUND BUDGET, MONTHLY ACTIVITY REPORT AND DEVELOPMENT COMMITTEE MEETING MINUTES.**

A vote was taken for approval of the motion.

Ayes: Cohen, Dahlberg, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Gayle Zech, Linda Ulrey, Robin Lang, Mark Braiker and Sue Bernstein.

Linda Ulrey, representing the United Homeowners Association stated that she had been watching BCTV and wanted to comment on the very nice job Connie Silver did representing the Library on the Library Highlights program. Linda also inquired if there is any consideration given to the overlap in classes offered at the Library, senior center, and schools. She wondered if offering classes that are fairly repetitive by all these independent entities is a wise use of taxpayer's dollars. Would it be a better use of township taxpayer's dollars to consolidate these programs and have less repetition of the same classes? Judy stated this would be something to explore and will look into the matter. Carol stated that the Library has tried to consolidate and offered computer classes at the senior center. Unfortunately, there was a very low attendance and the programs were not successful.

Mark Braiker, Royal Oak resident, stated that he loves this Library. He also stated he volunteers for the Friends of the Library. He said that Karen Kotulis-Carter and Carol Mueller along with the staff do a tremendous job. He questioned limiting non-residents to only six computers in the adult area and two in the youth section. He understood why the Library implemented the policy, but feels the time limits of two hours are too restrictive. He hopes the Board will expand the use of open computers to non-residents and extend the time limits to more than two hours. Judy thanked Mark for his comments and reminded him that this is a fairly new policy and will require further assessment.

Sue Bernstein stated that as a Bloomfield Township resident, she has paid taxes in this community for the last 35 years. She is also a member of the United Home Owners Association. She feels that non-resident computer use is a problem. She has been very vocal about not wanting people who do not pay for the computers, having unlimited use. The computers cost the Library money. The amount of usage will eventually lead to repairs and/or replacement. These repair/replacement costs are paid by the township residents through their tax dollars. She stated she loves our Library and glad others do, but she is very adamant about people who do not pay for this Library having the same accommodations township residents have.

UNFINISHED BUSINESS:

Vending Bids

Carol recapped the process of choosing a company to provide vending services at the Library. The Library received eight proposals and those were thoroughly reviewed and narrowed down to three that met our requirements. Interviews were done on January 21, 2011. Our recommendation is to award the vending services contract to Corporate Dining Concepts.

After discussion, a motion was made by Joan Luksik, seconded by Pam Williams **TO AWARD THE CONTRACT TO PROVIDE VENDING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO CORPORATE DINING CONCEPTS, 1645 WEST HAMILIN ROAD, ROCHESTER HILLS, MICHIGAN.**

A vote was taken for approval of the motion.

Ayes: Cohen, Dahlberg, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

NEW BUSINESS:

Proposed 2012 Holiday and Closings Calendar

The proposed 2012 calendar includes the same number of eight closed unpaid furlough days, plus one closed Sunday, as in 2011 to maintain a consistent budget for each respective fiscal year. The fiscal year begins April 1 and ends March 31. For this reason the first three months of 2013 are also shown.

After discussion, Peggy questioned closing on Sunday, November 11, 2012 (Veteran's Day) as an unpaid furlough day. She felt students might be studying for mid terms at that time and would expect the Library to be open. She felt most government offices would be closed on Monday, November 12, 2012 for Veteran's Day and thought that would be a better alternative if possible. This change will be presented to the Director for review.

The action was tabled at this time and will be an Agenda Item on the March 15, 2011 Agenda.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

A question was raised with regard to a payment to Butzel Long. Carol stated that we had a couple of challenges to our hiring that we needed to respond to, and that was handled by Butzel Long.

A question was raised with regard to the Door Count not working. Carol explained that a part was ordered and that caused the extended time without the door count in operation.

Peggy noted that even though circulation has remained even, the Township resident circulation has gone up by one thousand. She feels it is due to the fact that when a resident comes in for materials, they are now more available for them on the shelves. The Trustees felt this was wonderful and are glad to see the increase in resident circulation.

A question was raised with regard to the Michigan Film Office application. Judy stated that this application gives Directors/Producers from companies coming to Michigan an option to scout the Library as a possible location for their projects which would result in potential revenue.

After discussion, a motion was made by Lyle Dahlberg, seconded by Joan Luksik **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, 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, March 15, 2011 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary