

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 21, 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 call), Grant Gerhart, Judy Lindstrom, Joan Luksik, and Pam Williams

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona

Guests: Traci Moy, SOC; Joan Wu, BTPL Systems Department Head; Ronelle Grier, reporter Bloomfield Patch.

Upon discussion, a motion was made by Joan Luksik, seconded by Lyle Dahlberg **TO APPROVE THE ORDER OF ITEMS 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 informed the Board that there will be a minor change in the wording for the Regular Agenda Motion 2 next month to clarify the action needed.

Judy had the pleasure of attending the Friends of the Rochester Hills Public Library's 50th Anniversary Gala last Friday. She stated it was a lovely event with a strolling supper, drinks, dancing and a silent auction.

Director's Verbal Report:

Today we had a summer solstice celebration in the lobby with John Marshall, a library volunteer, doing the measurements and calculations of the sun's position in the lobby. This was an unusual but fun way to start the summer.

We now have a poster in the lobby introducing Freegal to our patrons. Patrons can download music for free with their BTPL library card. We are limited to three downloads per week and have many genres of music from which to choose.

Karen was asked to review computer statistics from our new software installed on January 17, 2011. Before this date, all computers were available to residents and non residents so statistics differentiating the two groups were not kept. We now have six months of statistics and the bottom line is that for the last six months 24.9% of all in house computer use is by non-residents. The usage is still quite high and not what Karen had expected.

Summer Reading started today with the Gratitude Steel Band performing in the Youth Room and about 300 children attended. Ice cream was donated by the Big Boy in Bloomfield Township for all the children in attendance.

Karen thanked the Friends of the Library as the installation of the garden beds on the north side of the building has begun. The Friends have funded the installation of all five beds that are wrapped around the building along with the additional plantings required around the recycle bin. At this time the Trustees thanked the Friends of the Library for their generous donation of these beautiful gardens. A poster will be placed in the lobby regarding the garden donations by the Friends of the Library.

CONSENT AGENDA MOTION

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: CASH DISBURSEMENTS; GENERAL FUND BUDGET; MONTHLY ACTIVITY REPORT.**

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 Traci Moy, SOC; Joan Wu, BTPL Systems Department Head, and Ronelle Grier, Bloomfield Patch reporter.

UNFINISHED BUSINESS:

Baldwin Library Request regarding Contract Communities

Judy stated that the Board received a letter at their May 17th Board Meeting from the Baldwin Public Library Board. There was not adequate time for the Board to fully consider Baldwin's request at that meeting. The Trustees have since taken the time between the May and June Board Meetings to review the letter. At Judy's request, the Policy Committee also reviewed the Circulation Policy and concluded that the criteria which lead to the policy amendment have not changed since its approval – we still continue to have budgetary concerns and still continue to have a very high level of non-resident usage. After discussion, the Trustees agreed to continue with the Circulation Policy as approved at the April 26, 2011 Board of Trustees Meeting. Judy will send a letter in response to the Baldwin Public Library Board.

NEW BUSINESS:

Periodical Bid Award:

Karrie Yukon, Adult Services Librarian, and Ann Williams, Adult Services Department Head, conducted a bidding process for Library periodical subscriptions in 2012. A request for periodical subscription proposals was mailed to several companies and posted on the Library website on March 31, 2011. Four bids were received and publically opened on May 12, 2011. The recommendation from Adult Services and the Library Director was to accept the bid from Basch Subscriptions, Inc.

After discussion, a motion was made by Peggy Cohen, seconded by Lyle Dahlberg **TO APPROVE AWARDING THE 2012 LIBRARY PERIODICAL BID TO BASCH SUBSCRIPTIONS, INC., 10 FERRY STREET, SUITE 429, CONCORD, NEW HAMPSHIRE, 03301.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Employee Contracts:

After discussion, a motion was made by Pam Williams, seconded by Joan Luksik **TO VALIDATE THE LIBRARY EMPLOYMENT CONTRACT FOR FULL-TIME EMPLOYEES EFFECTIVE IMMEDIATELY THROUGH MARCH 31, 2017.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

As a result of these agreements, the Township's and Library's long-term legacy costs have effectively been reduced and will eventually be eliminated due to the discontinuation of retiree health care for new hires and the defined contribution pension plan.

Sierra Technology opportunity:

BTPL has been using Innovative Interfaces, Inc. (III) for its main backbone integrated computer system. The current system called "Millennium" is used for circulation check in and check-out, self-checks, interlibrary loan, telephone notification and renewal system, fines and fees, the patron database, circulation reports, serials management, technical services cataloging and ordering, staff reporting and analysis, program registration, and our staff and public catalogs. Millennium is at least ten years old now and will be having a major overhaul to a totally new platform called "Sierra." BTPL applied to participate in III's software development of Sierra and out of 150 applications from around the country, BTPL was one of only ten participants selected to be development partners. We will still need to purchase Sierra, but as one of its team developers, the cost is significantly reduced. Because this opportunity presented itself after our approved 2011-12 budget, we will need to amend the budget to provide \$25,000.00 to cover fifty percent of the cost.

After discussion, a motion was made by Grant Gerhart, seconded by Peggy Cohen **TO APPROVE THE PARTICIPATION IN THE SIERRA PARTNERSHIP AND THE FINANCE COMMITTEE WILL PRESENT A BUDGET AMENDMENT BEFORE THE BOARD AT THE AUGUST 16, 2011 BOARD MEETING.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At this time Joan Wu's valuable contributions that enabled the selection of BTPL for this development opportunity were recognized by the Library Board of Trustees.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

A question was raised with regard to check #3413. Karen stated this was used for Staff Development Day.

It was noted that fines and fees revenue is down. Karen stated that with our current email reminder and notification systems, materials are being returned on time more frequently.

A congratulatory comment was made with regard to the request from the AIA to include the Bloomfield Township Public Library on their 2011 tour. The tour date is Sunday, September 25, 2011 from 11:00 am – 5:00 pm.

A motion was made by Lyle Dahlberg, seconded by Peggy Cohen **TO 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

OTHER:

At this time, Peggy Cohen commended Marianne Abdoo who participated in a webinar by Innovative Interfaces, Inc. which focused on their inter-library loan product “Skyriver.” We have been one of the first libraries to use this software for inter-library loan in 2010. Marianne is our very own in-house expert! Peggy stated that the staff in Technical Services don’t ever get “kudos” from the public as they are not visible to our patrons, but they are responsible for getting everything cataloged and on the shelves quickly and do a wonderful job!

Meeting adjourned at 8:00 p.m.

The next meeting of the Library Board of Trustees is Tuesday, July 19, 2011 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary