

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

Bloomfield Township Public Library  
Oakland County, Michigan

**Tuesday, September 20, 2011**

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

**Present:** Trustees: Margaret Cohen, Joseph Falik, 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:** Nicole Lesperance, SOC; Howard Baron, Township resident; Linda Ulrey, Township resident.

Upon discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy attended the presentation "If Woodward Avenue Could Talk", a program co-sponsored by the Bloomfield Hills Historical Society, and stated it is so nice to see the great attendance for our programs. It reminded her of how wonderful this Library is. It not only houses many books, DVD's and CD's, but it is also a place of culture with our concerts and a place of education with our wonderful insightful talks. Judy stated we are very excited to be the host of the 2011 AIA Detroit House Tour this Sunday, September 25.

**Director's Verbal Report:**

Our newly re-designed community newsletter was mailed earlier this month. The cost of producing the newsletter was significantly less compared to our previous newsletter. Carol Mueller was commended for her design and production of the newsletter. Administrative Clerk, Rebecca Becker, was also commended for her assistance. Several Trustees stated they have received positive comments from residents on the newsletter.

Our Homebound delivery has been going very well. We currently have 26 patrons using this service. Since this service was unplanned and not budgeted for this year, we have used three gift donation sources to help fund the service, the Library Endowment, Kline Family Foundation, and the Lawrence and Isabel Francis Smith Challenge Grant Fund. The largest expense initially was the purchase of the delivery bags for the materials. Postage will also be a fluctuating expense. The possibility of volunteer delivery of the materials to our homebound patrons is being considered.

After the three days the Library was closed over the Labor Day weekend, we had a record number of 5,700 items waiting in our return room! In the past, it would have taken approximately 7 days to check in that amount of materials, but with the new automated sorting system we were able to check in the items in about half a day!

The Art Committee is very excited about participating in the DIA Inside/Out program. If selected, the Library would have one piece of art installed on an outside wall for a period of 12 weeks. Karen met with Karen Imarisio, Leo Savoie, Patti Voelker and Jan Roncelli, from the Township, to discuss participation in this program. Karen Kotulis-Carter will be presenting a power point program at the Bloomfield Township Board Meeting on Monday, September 26 on this topic. The Trustees commended Karen Imarisio, Assistant Department Head in Adult Services, for her enthusiasm and artistic knowledge she brings to the Library. Karen Imarisio introduced the DIA Inside/Out program to the Art Committee and will be handling the coordination of the project.

### **CONSENT AGENDA MOTION**

After discussion, a motion was made by Pam Williams, seconded by Joseph Falik **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: CASH DISBURSEMENTS, ELECTRICITY ANALYSIS, and WATER ANALYSIS.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

Call to the Public:

Judy welcomed Nicole Lesperance, SOC representative; Howard Baron, Township resident. Mr. Baron spoke on his interest in having the Library Board of Trustee meetings televised. Judy thanked him for his input and stated that this will need to be an agenda item at a future board meeting for further discussion.

### **UNFINISHED BUSINESS:**

*10a. Bylaws of the Library Board of Trustees*

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO APPROVE THE REVISED BYLAWS OF THE LIBRARY BOARD OF TRUSTEES ORIGINALLY APPROVED BY THE BOARD OF TRUSTEES SEPTEMBER 6, 1963 AND AMENDED ON FEBRUARY 10, 1987, JANUARY 18, 1998, JANUARY 19, 1999, JANUARY 20, 2004 AND JANUARY 16, 2007.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

*10b. Library Facility and Grounds Use Policy*

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen **TO APPROVE THE REVISED LIBRARY FACILITY AND GROUNDS USE POLICY ORIGINALLY APPROVED ON APRIL 22, 2008.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

## **NEW BUSINESS:**

### *11a. Joint Library/School Board Meeting*

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO APPROVE HOLDING THE JOINT LIBRARY/SCHOOL BOARD MEETING ON THURSDAY, DECEMBER 8, 2011 AT 7:00 P.M. AS FIRST CHOICE AND TUESDAY, DECEMBER 13, 2011 AT 7:00 P.M. AS SECOND CHOICE.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

### *11b. December Regular Board Meeting Date*

After discussion, a motion was made by Grant Gerhart, seconded by Pam Williams **TO APPROVE THE DECEMBER, 2011 LIBRARY BOARD OF TRUSTEES MEETING BE MOVED TO MONDAY, DECEMBER 19 AT 7:00 P.M.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

## **DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:**

A question was raised with regard to the Isabelle Charnov gift to the Library. The question was whether or not the entire gift would be spent at one time. Karen explained that the family requested the Library directly invest the donation and use the gift for the purchase of books. The Fund will not be spent at one time, but over the next several years. There were no stipulations on what type of books are to be purchased with the funds, but Karen, in discussion with the family, has directed the first purchases to be used for books reflecting Isabelle's special interest in short stories and high quality literature. Each book will be plated with "A gift to the Library from Isabelle and Arthur Charnov" as the family requested.

A question was raised with regard to the DTE Energy bill and water bill. Both showed increases from last year. The increases were attributed to the warm temperatures during July along with dry weather conditions. We also had some irrigation leaks that have been corrected and the entire perimeter of the building was power washed in July which increased our water consumption. We continue to carefully monitor our utility use.

A motion was made by Joseph Falik, seconded by Joan Luksik **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

*A vote was taken for approval of the motion.*

*Ayes: Cohen, Falik, Gerhart, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

## **OTHER**

Judy reminded the Trustees to include the amended Bylaws of the Library Board of Trustees and the approved Library Facility and Grounds Use Policy in their Trustee Manuals.

Peggy questioned an area of landscape at the eastern most end of the Youth Services Room, under the overhang, where there seems to be very poor grass growth. She suggested the possibility of planting ground cover or some other plant that would thrive in this area.

This particular area gets little water and sun because of the overhang. Karen stated that this came up during construction and the landscapers felt that grass might be tougher than most plant materials for this area. The Landscape Committee may address this at a future date.

Grant commented on the RFID Tag follow up. He felt a solution might be hard to find. Karen stated that since Checkpoint will no longer be producing this equipment for libraries, we are looking in the future towards another vendor who can successfully manufacture RFID tags that will read our existing tags so that we do not need to re-tag the entire collection. Cost saving measures are being implemented at this time. It would take a very substantial investment to replace our current system and unfortunately re-tagging the collection would add to this expense.

Meeting adjourned at 7:42 p.m. The next meeting of the Library Board of Trustees is Tuesday, October 18, 2011 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary