

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

Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, October 18, 2011**

At 7:01 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:** Amy Young, SOC; Nick Doherty, Township resident.

Upon discussion, a motion was made by Joan Luksik, seconded by Pam Williams **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 commented on the Chamber Music Concert Series that will be starting on October 28, 2011 and how everyone is looking forward to this year's concerts. Judy reminded the Board that in November we will elect Board Officers and select committee members. Peggy Cohen and Grant Gerhart will serve as the Nominating Committee.

**Director's Verbal Report:**

Karen brought in the first books purchased from the Isabelle and Arthur Charnov gift. Stefan Zweig was Isabelle's favorite author, and several of his titles were purchased. Karen thanked Elaine Asher for her diligence in locating these titles as many are out of print. Karen thanked the Charnov Family for the wonderful gift that will continue to purchase materials for many years to come.

A couple hundred extra shelves were added to the Media Collection to provide room for our growing collection. This is the most popular section in our circulation. The move itself is 90% complete with only the audio book collection to shelve. Karen is hopeful this move will be complete by the end of this week.

Karen showed the Trustees a new story box in our special needs collection. Judy Carlson, a Bloomfield Township resident, is very graciously giving of her time to sew adorable characters depicted in children's books that are checked out as a set along with the book for interactive play. Klaren Gerhart, a Bloomfield Township resident, generously donated many beautiful fabrics used to complete the characters. Karen thanked both women for their heartfelt support for our youngest patrons.

On October 6, 2011 Carol Mueller coordinated a fire drill at the Library. It was quite a challenge in this building because at any given point in time we could have several hundred people on both levels. The staff was able to clear the building in 7 ½ minutes. Staff has certain areas of responsibility and checkpoints upon exiting the building and all went smoothly. Patrons were impressed and very gracious and understanding during the drill. Karen commended the staff for a job well done.

### **CONSENT AGENDA MOTION**

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

*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 Amy Young, SOC representative, and Nick Doherty, a student at Lahser High School.

Communications from the Rochester Hills Public Library and the Troy Public Library were discussed. The Board supported the direction and recommendation of the Policy Committee to consistently implement our Circulation and Use Policy.

### **UNFINISHED BUSINESS:**

No discussion at this time.

### **NEW BUSINESS:**

No discussion at this time.

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

Pam Williams questioned payments to Riemenschneider Design. Karen explained that a deposit of 50% is required at the beginning of the project and then the final balance is due upon completion and satisfaction of the quality.

Joe Falik noted that our year to date total expenditures are below 50% at this time and asked if we expect to come in on budget for the year. Karen reported that we remain on track to come in within budget and explained the Library operates ten months before we receive most of the property tax. Our fund balance is used to pay our bills throughout the year up to that point in the fiscal year when property tax revenue is received. We budget very conservatively and staff is very frugal and creative in order to do things at less cost.

A motion was made by Grant Gerhart, seconded by Peggy Cohen **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 that the December Library Board of Trustees meeting has been changed to Monday, December 19, 2011.

Judy also requested Trustees to call or email her with any agenda items they would like for the joint meeting between the Bloomfield Hills School Board and the Bloomfield Township Library Board of Trustees scheduled for December 13, 2011 at 7:00 p.m.

Meeting adjourned at 7:50 p.m.

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

Submitted by:

Joan Luksik, Secretary