

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, February 21, 2012**

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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 representative.

Upon discussion, a motion was made by Pam Williams, 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 thanked Karen Kotulis-Carter for the report on the cost effectiveness of the iPad for the Library Board Meeting Packets as opposed our current method of producing and delivering the Library Board Packets.

She also thanked Karen for keeping the Trustees updated on status of the Troy agreement even though this was not a unanimous decision among the Trustees. To date a response has not been received from Troy. At this time, Judy asked Peggy to share her analogy on the agreement with Troy Library. Peggy stated that *"we have a population that is highly educated, sophisticated, and very diverse. We have a very deep, intellectual collection at this Library. We provide many services and our residents pay for it. Some of our services and collections will appeal to only a small group of people, but they are still provided. Likewise, our 163 taxpayers who use Troy Library may view access to the Troy Library as a very important service provided to them. I am very reluctant to take something away from a taxpayer if I don't have to."* Karen will continue to update the Trustees with any information received from Troy Library on this matter.

**Director's Verbal Report:**

Karen shared with the Trustees a brochure illustrating our upcoming garden programs at the Library. She stated that the Fair Radom Garden Endowment is one of the five endowment funds the Library has because of generous donors to the Library. The Fair Radom Garden Endowment has very specific ecological and educational components and this year we are able to fund two programs with this Endowment and are very excited about the programs offered.

Karen stated that the Library Spring Newsletter will be arriving in Township households shortly. We are very excited that Bloomfield Township was selected to participate in the Detroit Institute of Arts Inside/Out Program. The DIA will be bringing 7 reproductions of its most famous masterpieces from its collection to the Bloomfield area to be on display from April through June, 2012. The Library will have a Caravaggio reproduction, Martha and Mary Magdalene, 1598, on exhibit. Peggy Cohen commended Karen Imarisio, Adult Services Assistant Department Head, for her tireless work in bringing this program to this community.

Karen stated that on Monday, February 20, the Library was closed for an unpaid furlough day. During this closure, a scheduled electrical maintenance was done. Everything went as planned. Unfortunately, a water issue was discovered near the electric panel which has caused some corrosion and will need repair. This repair will need to be scheduled soon and will probably require some closure for a period of time for the Library to facilitate this repair. It is fortunate this was discovered during the routine maintenance.

Karen informed the Trustees that for the Board Development Training in October, Jim Mumby will give a presentation to the Board regarding a unique project Fanney Howey is working on. Fanney Howey is designing a Library with no books. Jim Mumby was the architect for our renovation project. Karen thanked Peggy Cohen for her suggestion to contact Jim for this presentation.

Karen shared that when she went to give a presentation to the Township Trustees regarding the DIA Inside/Out program, they were particularly interested in our partnership with Cranbrook. Carol Mueller, Assistant Director, put a packet together which explains the partnership with Cranbrook and services available to township residents to be given to the Township Trustees. Karen distributed packets to the Library Board of the same information.

### **CONSENT AGENDA MOTION**

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: REGULAR AGENDA ITEM 9; CASH DISBURSEMENTS AND MONTHLY ACTIVITY REPORTS; FINANCE COMMITTEE MINUTES; FINES AND FEES 2012.**

*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.

### **UNFINISHED BUSINESS:**

No discussion

### **NEW BUSINESS:**

*Proposed Fines and Fees Schedule 2012-2013*

The Director and Department Heads conduct an annual review of the Fines & Fees schedule, which is the summary table of the restrictions and costs associated with the circulation of materials and the use of library services at Bloomfield Township Public Library. A few minor amendments were needed this year. This is used as a reference tool for staff and ensures that all staff follow the same procedure and remain consistent. These amendments added the circulating loan period for e-books and the email notification schedule.

After discussion, a motion was made by Joseph Falik, seconded by Grant Gerhart **TO APPROVE THE FINES & FEES SCHEDULE AS PRESENTED EFFECTIVE APRIL 1, 2012.**

*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:**

Peggy suggested a possible change in process to address topics brought up during the Call to the

Public. . She wondered if there could be a way to answers questions etc. after the meeting. It was suggested to possibly move the call to the public to the end of the meeting. Karen stated that it is in the beginning of the meeting, so patrons can speak on topics before they are voted on by the Trustees during the meeting. If they comment at the end, the topic will have already been approved or not approved by the Trustee vote. Karen stated that we do a good job of getting back to the patrons regarding their comments or questions via email or a personal phone call and that has been acceptable by the patrons attending. We will add a space for email addresses on our meeting attendance sheet.

Grant Gerhart questioned the \$19,500.00 payment for the annual maintenance agreement for repair of audio visual equipment. Karen explained that this does include "on call" services for equipment used in meeting rooms. Karen stated that she will look into our meeting room costs to make sure these expenses are calculated in our costs to run the meeting rooms. Karen stated Joan Wu, Systems Department Head, carefully reviews and negotiates these agreements thoroughly.

Judy Lindstrom questioned \$451.25 for legal expense. Karen explained that this was an expense for our attorney to review FOIA requests regarding our school partnership and potential Troy reciprocal agreement. Judy was concerned with the costs incurred by individual FOIA requests. Karen has an open door policy where patrons can call or email her with their concerns and she responds promptly. Hopefully concerned individuals will take that route rather than a FOIA request.

Joan Luksik commented on the Finance Committee's discussion of closing the Library on Sundays during the summer if needed for financial reasons. Joan expressed that she would be in favor of the Sunday Summer closings. Peggy Cohen explained that maintenance of computers and staff training were things cut from the budget. These things can be a temporary cut, but eventually have to be included again. There are many Libraries closed on Sundays during the summer and this could be one avenue to explore for moving funds spent for Sunday openings to another area that has been cut for the past few years. Trustees were concerned that this will be the third year that funding has been cut for staff training and equipment replacement and some funding needs to be reallocated to these areas.

Grant Gerhart commented on complaints he received regarding study room usage. Karen stated that we have a 2 hour limit on the study rooms and during times of heavy usage, like exam weeks, the community room is set up with tables and chairs to facilitate the large amount of students studying at the Library.

A motion was made by Grant Gerhart, seconded by Pam Williams **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**

Joseph Falik thanked Karen Kotulis-Carter and the staff for putting together the statistics on the township population and the schools population and how that overlaps with the Bloomfield Hills schools. He felt this will be very useful information when the Trustees calculate what kind of costs may be involved with any partnership with the schools.

Meeting adjourned at 8:12 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, March 20, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary