

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 20, 2012

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, Howard Baron, Township resident.

Upon discussion, a motion was made by Joseph Falik, seconded by Peggy Cohen **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 stated she was pleased to see everyone with their iPad. She reminded the Trustees if they had any questions regarding the iPad, staff would be very happy to help them. Judy was in the Library yesterday with a friend working and found it interesting to observe Library staff interacting with patrons. She commended the staff person at the computer help desk for the great job she did addressing patron needs. Judy shared a comical story regarding mistaken identity and Wikipedia!

Director's Verbal Report:

Karen shared that Bloomfield Township Library will host the Michigan Library Association Director's Summit on April 9, 2012. This is the annual meeting of all Library Directors in the state of Michigan and this year's theme is "Bridging the Gap Leading across Boundaries."

Karen shared with the Board that the Friends of the Library approved a grand total of \$27,040.00 for several Wish List items for the Library. The Friends also continue to support our Adaptive Umbrella program and special needs collection. We are hoping these programs will encourage other libraries to open their own special needs collections. Karen thanked the Friends for their continued support.

Several "good news" items. Our alternative energy source pricing for April will be discounted 32%. Also, we had a very generous township resident, who requested to remain anonymous, contact us and offer to donate all the refreshments for our Volunteer Reception. He was very supportive of volunteers and wanted to show his appreciation. The Library has about 80 volunteers, not including the Friends of the Library. The Volunteer Reception will take place on Thursday, April 12 from 2:00-4:00 p.m.

At this time, Carol Mueller, Assistant Library Director, explained that Bloomfield Township was one of eleven Michigan communities to participate this spring in the DIA InsideOut program. Seven reproductions of its most famous masterpieces will be placed in the Bloomfield area from April through June, 2012. On display at the Library will be a reproduction of Caravaggio's Martha and Mary Magdalene and Gauguin's Self Portrait. This is a unique and positive opportunity for our organizations to celebrate art in public places within the Bloomfield community.

The official opening of the DIA InsideOut in the Bloomfield area is Wednesday, April 11 at 6:00 p.m.

at the Library. There will be brief comments and a special Chamber music performance by members of the Detroit Symphony Orchestra. Carol also stated that Sunday, April 15 from 10:00 a.m. -5:00 p.m. will be DIA Family Sunday. Residents of Bloomfield Township receive free admission to the DIA on this day with identification.

CONSENT AGENDA MOTION

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: Fines and Fees.**

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 and Howard Baron, Township resident.

Mr. Baron stated that he is downloading books from our website and noticing that about half the books that are available are checked out. He suggested the Board consider looking at the budget where there is a very slight increase in electronic versus hard copy books and consider trying to be more aggressive with soft copy books. He stated that he felt the Library was down about 12% or so on purchases of soft copy books in adult and youth. He felt because we have only 50% of the books available on the website at a given time, it does not compare with what we have on the shelves in the library. Mr. Baron also stated that with the big push to get senior citizens and other patrons unable to physically come to the library materials, there was a concern with postage. He felt that with eBooks people can download books very easily. If the senior citizen and other homebound patrons had Kindle, or an iPad or Nook, he stated that they would be able to get books at no cost to us. He suggested the possibility of some sort of grant program to provide a free Kindle. He felt they were very inexpensive and thought it would be something that would be no cost to the Library to provide books for the Homebound Program in this manner.

UNFINISHED BUSINESS:

No discussion

NEW BUSINESS:

11a Current Fiscal Year Estimated Budgets April 1, 2011 – March 31, 2012

The Trustees thanked and commended Karen Kotulis-Carter and Beth Sulek-LaHousse for their thorough and meticulous work on the budget. It is a monumental undertaking and once again they have done an excellent job. Joan Luksik stated that overall expenditures only increased 3% and she felt that was phenomenal given the cost of living increases. Judy stated that the balanced budget falls on the backs of staff with cuts year after year, but the staff continues to keep quality very high for our patrons in spite of all the cuts.

After discussion, a motion was made by Joseph Falik, seconded by Pam Williams **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2011 - MARCH 31, 2012 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$4,792,417 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,178,891 USING A PORTION OF THE FUND BALANCE AS NECESSARY AND A POTENTIAL TRANSFER IN FROM IMPROVEMENT AND REVOLVING FUND OF \$141,918.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion, a motion was made by Grant Gerhart, seconded by Joan Luksik **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY IMPROVEMENT & REVOLVING FUND BUDGET FOR THE APRIL 1, 2011 - MARCH 31, 2012 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$142,874 AND ANTICIPATED EXPENDITURES AMENDED TO \$133,608 AND A POTENTIAL TRANSFER OUT TO GENERAL FUND OF \$141,918 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2011 - MARCH 31, 2012 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$142,449 AND ANTICIPATED EXPENDITURES AMENDED TO \$93,040.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b Proposed General Fund, Improvement & Revolving, and Gift Fund Estimated Budgets for Fiscal Year April 1, 2012 – March 31, 2013

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$4,765,553 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,191,898 USING A PORTION OF THE FUND BALANCE FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED IMPROVEMENT & REVOLVING FUND BUDGET FOR THE APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$110,542 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$158,360 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion, a motion was made by Joseph Falik, seconded by Joan Luksik **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2012 -MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$700 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$171,569 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c Staff Organization committee Bylaws

Karen stated that our SOC is active in helping to promote a pleasant work environment at the Library. The SOC recently presented a few changes in the bylaws to staff which were approved by staff and are now presented to the Board for their approval.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams **TO APPROVE THE SOC BYLAWS AS AMENDED BY STAFF ON FEBRUARY 23, 2012.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Judy Lindstrom commended the SOC for its hard work and dedication to improving our work environment.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA:

Joan Luksik noted Fines and Fees revenue is decreasing from last year. Karen felt our email courtesy reminders have been the reason for the increase in prompt returns of materials. Also comparing February 2011 to February 2012, the Library was closed for a snow day in 2011 and February 2012 was leap year, which resulted in a monthly increase compared to 2011

A motion was made by Pam Williams, 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

A motion was made by Joan Luksik, seconded by Peggy Cohen to **ENTER CLOSED EXECUTIVE SESSION AT 8:08 P.M. TO DISCUSS THE LIBRARY DIRECTOR'S PERFORMANCE REVIEW.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The public meeting was reconvened after the closed Executive Session at 8:43 p.m.

The Trustees approved the renewal of the Director's contract for the period of April 1, 2012 to March 31, 2013.

Meeting adjourned at 8:46 p.m.

The next meeting of the Library Board of Trustees is Tuesday, April 24, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary