

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, September 18, 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, Grant Gerhart, Joseph Falik, Judy Lindstrom, Joan Luksik

**Unable to Attend:** Pamela Williams

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

Upon discussion, a motion was made by Joseph Falik, 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, Gerhart, Falik, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy welcomed everyone to the meeting. She commented on seeing several young children signing up for their first Library Cards and how excited they were to receive their copy of the My Library Book! She stated fall is a great time of year for gardens, and everyone should enjoy our beautiful gardens at the Library as they change with the seasons.

**Director's Verbal Report:**

Karen thanked all the Trustees who are attending the Public Library Trustee Association of Oakland County Annual Dinner. She also expressed how generous it was of them to purchase their own tickets to the event. With the current budget constraints, the Library was able to pay for their \$5.00 membership fees, but could not purchase the event tickets.

Karen extended an invitation to the Trustees to attend our program on October 11<sup>th</sup> with Dr. Frank McGeorge MD on Staying Healthy in Your Senior Years. Karen also presented our Vitality Kits. The Vitality Kits are a collection of resources, tools, games, and activities focused on improving the quality of life for senior citizens. The kits are designed to assist seniors, their family members and caregivers with the variety of health and wellness issues affecting senior citizens. These kits were made possible by a generous grant from the Community Foundation for Southeast Michigan. Karen thanked Karrie Yukon and Brooke Hoskins, Adult Services Librarians, for their hard work on this project and their initiative in producing the kits. Thanks also to Chris Tvaroha, Director Bloomfield Township Senior Center, Julie GeBott, Coordinator Senior Center Friendship Club, Kelli Cronin, Sharon Pulis and Kelly Donovan, Maple Village, who assisted staff in developing the kits. Karen also extended thanks to our Technical Services and Circulation Departments as there is a great deal that goes into processing and checking out these kits. Our strategic plan had a large emphasis on seniors, so this is a very exciting development.

### **CONSENT AGENDA MOTION**

After discussion, a motion was made by Joan Luksik, seconded by Margaret Cohen **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING; CASH DISBURSEMENTS.**

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

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

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

Call to the Public:

### **UNFINISHED BUSINESS:**

#### ***10a Proposed Revised 2013 Calendar***

The proposed 2013 calendar was presented to the Library Board for approval at its August 2012 meeting. The 2013 calendar presented contained six unpaid closed furlough days consistent with the approved 2012 calendar which also included six unpaid closed furlough days. As the Board did not approve the proposed 2013 calendar at that time, Karen presented the original 2013 calendar with six unpaid closed furlough days along with three other options at tonight's meeting. Karen stated that we have always been very fiscally conservative and over the years we have been proud to propose and provide a balanced budget. Staff has been absorbing unpaid closed furlough days since 2010 which essentially result in a salary decrease. 2013 will be the fourth year to include these unpaid closed days deemed necessary to address budget reductions. Karen also presented a chart, compiled with Beth Sulek-LaHousse, which illustrates our actual use of the fund balance since 2006-2007 as compared to our estimated need. The Trustees requested that Karen continue to work toward reducing our use of the fund balance by approximately \$60,000 for the 2013-2014 fiscal year. The Director will review the actual fund balance needed to operate throughout the fiscal year.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart **TO APPROVE THE PROPOSED 2013 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS, INCLUDING SIX UNPAID CLOSED FURLOUGH DAYS AS PRESENTED.**

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

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

*Nays: None*

**MOTION CARRIED**

### **NEW BUSINESS:**

#### ***11a Proposed Revised Investment Policy***

Both the Policy Committee and Finance Committee recommended the amendments to the Investment Policy, "Investment and Depository Designation Resolution."

After discussion, a motion was made by Peggy Cohen, seconded by Joan Luksik **TO AMEND THE "INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION" AS PROPOSED.**

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

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

*Nays: None*

**MOTION CARRIED**

### **11bCranbrook Reciprocal Agreement Update**

Our Cranbrook Educational Community reciprocal agreement will expire on April 30, 2013. The Library Board's Cranbrook Liaison Committee has been advised that we must provide notice to Cranbrook by October 30, 2012 that we wish to renew. A copy of the current agreement was shared for review.

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

A question was raised with regard to the payment of legal counsel for review, preparation and mailing 56 letters to patrons with over \$100.00 of overdue materials. Peggy felt the patron with the overdue items should incur some of the legal cost of processing their notice. Karen stated we are reviewing various options at this time with regard to collections and responses to notices, and she will report to the Board in November her findings on this matter.

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

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

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

*Nays: None*

### **MOTION CARRIED**

### **OTHER:**

Peggy and Grant have agreed to be on the Nominating Committee for Trustee Officers. The election of officers will be at the November 15, 2012 Board Meeting.

Meeting adjourned at 8:22 p.m.

The next meeting of the Library Board of Trustees is Tuesday, October 16, 2012 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary