

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

---

Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, January 15, 2013**

---

At 7:02 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom.

**Present:** Trustees: Margaret Cohen, Judy Lindstrom, Joan Luksik, Pamela Williams

**Administration:** Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona; Facilities Department Head, Joel Dion.

Upon discussion, a motion was made by Pam Williams, seconded by Joan Luksik, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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

*Ayes: Cohen, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy extended her wish to everyone for a joyous, happy and healthy New Year. Judy sent out "get well wishes" to Glenda Bard, president BTPL Friends of the Library, for a quick recovery and also congratulated the Friends on their best Second Saturday Sale on January 12<sup>th</sup>. The sale generated the highest revenue on a Second Saturday Sale thus far! Judy shared a lovely note from Virginia Smith thanking the Board of Trustees for acknowledging her on the event of her 95<sup>th</sup> birthday and all her contributions to the Library.

**Director's Verbal Report:**

Karen extended a welcome to the Detroit Symphony Orchestra musicians who are here tonight performing at our Library as part of a community outreach and Beethoven festival. Karen thanked the DSO for bringing their talent to Bloomfield Township Public Library. All 200 tickets were spoken for within 24 hours of making them available online.

As a follow up to the December meeting, a sign has been placed outside the computer lab indicating those computers can be used when a class is not in session. Karen thanked the Trustees for the suggestion. Hopefully more patrons will use those computers now knowing that they are available to Bloomfield Township residents when classes are not in session.

Karen congratulated the Friends of the Library on their successful and record-breaking sale last weekend. Revenue for the January sale was \$3636.50!

The Friends have approved the purchase of a custom wood screen wall that will be placed behind the stage in the Community Room. This will work as a backdrop for the stage and screen for the chairs that are stored behind the stage. The backdrop will be constructed in materials and design already present throughout the Library for consistency.

**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, MONTHLY ACTIVITY REPORT, ELECTRICITY ANALYSIS.**

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

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

**MOTION CARRIED**

**REGULAR AGENDA:**

**UNFINISHED BUSINESS:**

No discussion.

**NEW BUSINESS:**

*11a. Audit Bids*

A request for proposals for audit services was released in October, 2012. The Library received four bids for audit services from Abraham & Gaffney; Andrews, Hooper and Pavlik; Doeren & Mayhew; and Rehmann. All bids were reviewed by Administration and the Finance Committee. It is the recommendation of the Library Director and the Finance Committee to award Doeren Mayhew the Audit Bid.

After discussion, a motion was made by Pam Williams, seconded by Joan Luksik, **TO AWARD THE BID FOR AUDITING SERVICES FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FROM DOEREN MAYHEW AT \$8,000.00 FOR THE AUDIT OF THE LIBRARY'S 2012-2013 FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

**MOTION CARRIED**

*11b. Ground Maintenance and Snow Removal Bids*

A request for bids on grounds maintenance and snow removal services for the Library was released in October, 2012. Five bids were received by the December 17, 2012 deadline from ACE Landscaping, Backer Landscaping Inc., Goldner Walsh Nursery Inc., Great Oaks Landscape, and Worry Free, Inc. A thorough review of all bids was conducted by Administration, Facilities Services Department Head, and the Building and Grounds Committee. Administration recommended to the Building and Grounds Committee that the bids for BTPL tree and lawn fertilization, lawn maintenance and snow removal services be awarded to Backer Landscaping Inc. and that the award for BTPL garden maintenance be awarded to Goldner Walsh Nursery Inc.

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen, **THAT THE BIDS FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TREE AND LAWN FERTILIZATION, LAWN MAINTENANCE AND SNOW REMOVAL SERVICES BE AWARDED TO BACKER LANDSCAPING INC. AND THAT THE AWARD FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GARDEN MAINTENANCE BE AWARDED TO GOLDNER WALSH NURSERY INC. BEGINNING ON APRIL 1, 2013 AND COMMENCING THROUGH MARCH 31, 2016.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

**MOTION CARRIED**

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

A question was raised with regard to the check to Library Design Associates, Inc. Karen explained that this was to replace a table in the study room that was damaged beyond repair by graffiti.

A question was raised with regard to the \$3,387.22 increase in fines for December. Karen explained that we have had some problems with our notification system the past month and that may have contributed. With our system upgrades there were some failures to notify patrons of

overdue materials. However, patrons were reminded that these notifications are done as a courtesy and they should always be aware of their receipts of due dates on materials they have checked out from the Library.

A question was raised with regard to the increase in Electricity usage during December. Karen explained that with our new HVAC systems, the air conditioning is never shut down and that possibly contributed to the increase usage during some of our unusually warm days in December 2012.

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, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**OTHER:**

Judy reminded the Trustees to return their Director's Evaluations to the Personnel Committee.

Meeting adjourned at 7:30 p.m.

The next meeting of the Library Board of Trustees is Tuesday, February 19, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary