

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, February 19, 2013**

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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, Judy Lindstrom, Joan Luksik, Pamela Williams. Grant Gerhart was in attendance via conference call.

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

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, Falik, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy stated that in her encounters with Library users at Bloomfield Township Public Library, she is always thrilled to hear them say they make a point to get to the Library because it is such a special place. Judy commended the staff for all they do to make the Library such a special environment for our patrons.

Judy, on behalf of the Library Board of Trustees, applauded Joseph Falik for all the great work he has done on the Board and stated he will be greatly missed. The Trustees each enjoyed getting to know Joe and are in awe of his expertise on many of the issues presented during his term as a Trustee. In turn, Joe thanked the Trustees and stated it was a wonderful experience to be able to work with each and every one of them. He commended Karen and the Library staff and stated the Library is a wonderful institution here in Bloomfield Township.

**Director's Verbal Report:**

On a sad note, Karen expressed her sympathy to the family of Emily Stillman. Emily was a 19 year old student at Kalamazoo College who passed away on February 3, 2013 from bacterial meningitis. Emily was a participant in our Storytelling Festival in 2009 while she was a student at Andover High School. Emily's family has set up a fund in her memory and it will be linked on our BTPL website.

Karen stated that the Library was closed on Monday, February 18, for an unpaid furlough day. Some staff members did work on Monday as a scheduled project to improve the functioning generators in the event of a power failure. This improvement will allow the servers and telephone systems to continue to work during a power outage and in turn also allow the website to be available to access when the building is closed due to a power failure. Karen commended Joel Dion, Joan Wu, and Breck McCrory for working over the furlough to have this work done with minimal interruption to staff and patrons.

Karen passed out the interview packets for the Trustee interviews scheduled for Saturday, March 9, 2013. Interviews were scheduled all the eight applicants for the Trustee position. The interviews are open to the public.

Karen thanked Joseph Falik for his service as a Library Trustee and wished him well in future endeavors.

### **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; ELECTRICITY ANALYSIS; ROOM RENTAL REVENUE.**

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

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

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

Call to the Public:

No audience in attendance at tonight's meeting.

### **UNFINISHED BUSINESS:**

*11a. Employee Handbook Acceptance*

Karen stated that Administration had been working on a much-needed revision of our Employee Handbook over the last two years. The Personnel Committee has been regularly updated regarding progress and the handbook has been vetted by our labor attorneys. The most recent revision was brought to the Personnel Committee on February 7, 2013. Karen stated the handbook is used as a reference tool by staff and supervisors as a compilation of previously approved Board policies and laws governing employment. Karen reviewed the major changes made in the handbook with the Trustees. Karen commended Beth Sulek-LaHousse and Carol Mueller for their work on this project.

After discussion, a motion was made by Peggy Cohen, seconded by Joan Luksik, **TO ACCEPT THE REVISED EMPLOYEE HANDBOOK AS PRESENTED AND TO AUTHORIZE THE LIBRARY DIRECTOR TO DISTRIBUTE THE HANDBOOK TO ALL EMPLOYEES.**

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

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

*Nays: None*

**MOTION CARRIED**

### **NEW BUSINESS:**

No discussion

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

A question was raised with regard to the significant difference on the room rental revenue this January in comparison with January 2012. Karen stated that it is necessary to look at the room usage statistics as this is just the revenue for the rooms and often payment is made earlier than the month the actual meeting is taking place. Rooms are able to be booked six months in advance of the meeting.

A question was raised with regard to the increase in Electricity usage for January. Karen stated that several of the tanks for the humidity system have been cleaned and brought up again. When all tanks are fully running, this may increase even more. It is very important to keep the humidity at the proper level for the protection of our Library materials and patron comfort.

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

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

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

*Nays: None*

**MOTION CARRIED**

**OTHER:**

No discussion

The Board went into executive session at 7:40 p.m. to discuss the Director's Performance Review and contract renewal.

The meeting reconvened at 8:36 p.m. The Trustees approved the Library Director's contract for the 2013-14 fiscal year. Karen thanked the Board for their strong support. Karen presented the Trustees her six month notice and letter of her planned retirement. The Library Board of Trustees reluctantly accepted the Director's letter of retirement commencing August 1, 2013 after her long illustrious time at the Library. Judy stated it will be quite a loss to the Library and with great sadness the Board accepts Karen's letter.

Meeting adjourned at 8:39 p.m. The next meeting of the Library Board of Trustees is Tuesday, March 19, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary