

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 19, 2013

At 6:45 p.m. Eli Greenbaum was given the oath of office by Jan Roncelli, Bloomfield Township Clerk.

Present: Trustees: Margaret Cohen, Judy Lindstrom, Pamela Williams, Grant Gerhart

Administration: Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Finance Coordinator, Beth Sulek-LaHousse, Director's Secretary, Andrea Aragona

At 7:00 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom.

Upon discussion, a motion was made by Grant Gerhart, seconded by Eli Greenbaum, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Greenbaum, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy stated that with tomorrow being the first day of spring, a time of renewal and growth, how appropriate it is to have Eli Greenbaum join as the newest member of the Library Board of Trustees. Judy extended the Board's thanks to the seven other applicants who took the time to say "yes they wanted to join this board". All were terrific applicants.

Judy read a resolution commending Joseph Falik for his service on the Library Board of Trustees, which was approved by unanimous consent.

Director's Verbal Report:

Karen congratulated Eli Greenbaum on his appointment to the Board of Trustees and thanked him for committing his time and service to the Library.

Karen commended Beth Sulek-LaHousse, BTPL Finance Coordinator, for an excellent job with the budget. Karen stated that Beth does an excellent job on the budget every year, but this year was especially challenging with the continued reduced revenue, implementation of the Affordable Care Act and several other budget changes. The budget has been very well thought out and we have good solid numbers before us tonight.

Karen commended Joel Dion, Facility Services Department Head, Our electric usage has been increasing at an alarming rate and Joel has been looking into the cause with DTE and Summit Electric. After a detailed investigation it was discovered that we had a faulty service meter which spiked up our utility costs. It appears the meter has miscalculated to a rate more than double the actual usage! DTE will calculate the overages and issue the Library a refund. Karen once again commended Joel for his persistence and follow up on this matter.

Karen stated that the Director's Legacy Fund has received a donation from residents Mr. & Mrs. Bill Knott, and an anonymous donor amounting to \$2,000.00 for the Fund. The Director's Legacy Fund is an endowment for the purpose of staff development focusing on improving or enhancing public service. Karen thanked the donors.

CONSENT AGENDA MOTION

After discussion, a motion was made by Pam Williams, seconded by Peggy 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, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

No audience in attendance at tonight's meeting. At this time Judy and the Trustees commended Beth Sulek-LaHousse for her many hours of hard work and dedication on the budget.

UNFINISHED BUSINESS:

No discussion at this time.

NEW BUSINESS: *11a Budget 2012-2013 Close*

Karen summarized the current fiscal year estimated budgets beginning April 1, 2012 and ending March 31, 2013. Despite the fiscal challenges and many unknown factors due to this unusual economy, the Library fared well in the current fiscal year and will end on a relatively strong financial note once again. Karen commended staff for doing an amazing job this year for our patrons in spite of a 24% loss in revenue since 2008.

After discussion, a motion was made by Eli Greenbaum, seconded by Peggy Cohen, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$4,773,985 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,285,488 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Grant Gerhart, seconded by Pam Williams, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2012 - MARCH 31, 2013 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$92,161 AND ANTICIPATED EXPENDITURES AMENDED TO \$103,427 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

11b: Proposed Budget 2013-2014

Karen summarized the proposed General Fund and Gift Fund Estimated Budgets for the fiscal year beginning April 1, 2013 and ending March 31, 2014. The Library continues to budget very conservatively due to the continued slow economy. Because of wages being frozen for the past

three years and due to the 2% increase of the Social Security deduction, the Personnel Committee requested that we investigate the feasibility of a 2% increase for all staff to be consistent with the 2%

increase approved by Bloomfield Township for next year. Library staff wages have been frozen for three years. Administration would be very happy to offer a 2% raise to our deserving and hard working staff, but recommended a compromise based on what staff had requested of the director. Many requested we eliminate the unpaid furlough days. The compromise presented to the Board was an automatic 1% across-the-board raise in BTPL wages beginning April 1, 2013 along with eliminating all six furlough days in the 2013-2014 fiscal year. The biggest challenge to the upcoming budget was the implementation of the federally mandated Affordable Care Act (ACA) which mandates that the Library offer health insurance to our budgeted 30 hour/week employees effective January 1, 2014. The 2013-2014 Fiscal Year budget includes the approval of the proposed 2013 calendar, which includes the closure of ten summer Sundays (to defray the cost of implementing the ACA) beginning Sunday, June 23, 2013 through Sunday, August 25, 2013, but also includes the elimination of all furlough days after April 1, 2013.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2013 - MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$5,047,593 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,334,178 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, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Pam Williams, seconded by Grant Gerhart, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2013-MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$800 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$153,755 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

11c Director's Succession Plan

Karen presented the Board an updated Director's Succession timeline with regard to her retirement effective August 1, 2013. Each of the Trustees received a Library Director Succession Planning Toolkit. The Trustees agreed to appoint an ad hoc Director Search committee as not to add this lengthy assignment to the existing Personnel Committee who now has a lot on their plate with the implementation of the Affordable Care Act and PA 152.

After discussion, a motion was made by Eli Greenbaum, seconded by Peggy Cohen, **TO ACCEPT THE DIRECTOR'S SUCCESSION PLANNING TOOLKIT APPLICATION AND INTERVIEW PROCESS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No discussion

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, Greenbaum, Gerhart, Lindstrom, Williams

Nays: None

MOTION CARRIED

OTHER:

Judy stated the staff and core committee has been meeting regarding the Library's 50th Anniversary. Judy commended staff for their great ideas. The next meeting will be April 1 at 2:00 p.m.

Judy emailed revised Committee appointments now that Eli has been appointed to the Board. Meeting adjourned at 8:39 p.m. The next meeting of the Library Board of Trustees is Tuesday, April 23, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary