

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, April 23, 2013

- Present:** Trustees: Margaret Cohen, Grant Gerhart, Eli Greenbaum, Joan Luksik, Pamela Williams
- Administration:** Library Director, Karen Kotulis-Carter; Assistant Library Director, Carol Mueller; Director's Secretary, Andrea Aragona
- Unable to Attend:** Judy Lindstrom
- Guests:** Celia Domalewski, BTPL SOC representative

At 7:03 p.m. the Library Board of Trustees Meeting was called to order by Vice President Pamela Williams.

Upon discussion, a motion was made by Joan Luksik, 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, Greenbaum, Gerhart, Luksik, Williams

Nays: None

MOTION CARRIED

Vice President's Verbal Report:

In Judy's absence, Pam Williams welcomed everyone to the meeting. Pam stated that she attended the Volunteer Reception on April 17, along with Joan Luksik and Peggy Cohen. She stated the reception was lovely and everyone enjoyed the "Ice Cream Sundae Bar!" It was great to have many of the volunteers all together and each enjoyed finding the book chosen for them by the Volunteer Coordinator, Martha McGee. She was very impressed with the lovely job Marty did on the event.

Director's Verbal Report:

Karen Kotulis-Carter commended Martha McGee on the wonderful job she did coordinating the Volunteer Reception. Karen stated that Marty always does a great job and always comes up with an interesting and exciting theme for the event! This is a very special event for the Library as we are very thankful and appreciative of all our volunteers!

Youth Services held the First Grade Readers Rally during the months of March and April. Karen was able to attend one of the elementary school visits to the Library and congratulated the Youth Services Staff for a wonderful program for our young readers. Each student was welcomed by Marian Rafal, Youth Department Head, and watched two humorous skits presented by Jen Taggart and Liz Conger. Each child took home their very own copy of "Don't Let the Pigeon Drive the Bus." This program is generously funded by the Friends of the Library.

Karen stated that TLN has two exciting programs starting in May. The Michigan Activity Pass (MAP) program is a statewide collaborative effort between Michigan's public libraries and cultural attractions. Library card holders can check out passes for free or discount admission, coupons good for discounts in gift shops, or other special offers, at participating area cultural attractions. TLN will also have a new program with the Detroit Zoo also offering discounts. Our website will have information on both programs.

Karen stated that from May 14 through 25 we will welcome the art exhibit from the Bloomfield Hills Schools. We are looking forward to all the wonderful artwork from the students to be displayed at the Library.

Karen informed the Trustees of the emergency closing for the Library on April 18, 2013. Consumers Energy has been doing extensive work on the corner of Lone Pine and Telegraph and the building had strong natural gas odor on that afternoon. Consumers Power was notified and they advised evacuation. Karen was very impressed with staff and our patrons that afternoon for the quick response to the situation.

Karen reviewed our current roof issues with the Trustees. We have several leaks on five of the pavilions which have not had roofs replaced since 1987. We had water damage to four computers in the Adult Services area after the last heavy rain and we will not put computers back in that area until the problem is corrected. Karen stated that Joel Dion is getting estimates on this project.

CONSENT AGENDA MOTION

After discussion, a motion was made by Eli Greenbaum, 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, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Pam welcomed Celia Domalewski, BTPL SOC representative to the meeting. Celia stated that the SOC will be making a donation to the Director's Legacy Fund in honor of the Library Board of Trustees. The Trustees thanked the SOC for this thoughtful gesture.

UNFINISHED BUSINESS:

11a - Troy Reciprocal Agreement:

Karen stated that in June, 2012 the Library Board of Trustees approved a trial Reciprocal Agreement with the Troy Public Library. The trial period began on July 1, 2012 and will end on June 30, 2013. Karen's review of the circulation of the first nine months of our trial agreement suggests that this is a positive arrangement for both libraries and communities. We have 580 of our taxpayers currently registered at Troy Public Library and 918 Troy taxpayers are currently registered at Bloomfield Township Public Library. Circulation estimates show that our residents will be borrowing an equitable number of items compared to Troy resident circulation at BTPL. Based on what we have experienced during the first three quarters of our trial period, Karen recommended that the Board approve extending the reciprocal borrowing agreement with the Troy Public Library.

After discussion, a motion was made by Grant Gerhart, seconded by Joan Luksik, **TO EXTEND THE RECIPROCAL BORROWING AGREEMENT WITH THE TROY PUBLIC LIBRARY FOR A THREE YEAR TERM COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2016. THIS RENEWAL SHALL CONTINUE TO INCLUDE THE EXISTING TEN-ITEM CUMULATIVE LIMIT.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

NEW BUSINESS:

11b: 2013-2014 Budget Amendment

Karen stated that she continued to be disappointed that the Library had to budget for the closure of ten summer Sundays in 2013 in order to have a solid operating budget. However, since the March board meeting there have been some changes. DTE has replaced the faulty meter that caused our electric utility bills to skyrocket since November 2012 and on the advice of our auditor, we were instructed to estimate the savings and post this credit amount to DTE as of March 31 for the 2012-2013 fiscal year. We estimated \$25,000.00 savings for the 2012-2013 fiscal year in the expenditure line due to the malfunctioning meter and this will increase our end of year fund balance by that amount. This amount could defray most of the cost for reinstating all ten summer Sundays in 2013. Karen stated that she had presented this to the Finance Committee for their approval to bring a 2013-2014 budget amendment to the Board at this meeting to reinstate summer Sundays. There were also some reductions in some small and large expenditures in several accounts. In combination with the DTE refund, this resulted in an increase in the Fund balance for 2012-2013. Karen recommended this increase be used toward reinstating summer Sundays at the cost of \$26,062.00 and be available for our imminent RFID Project.

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen, **THAT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AMEND THE 2013-2014 GENERAL OPERATING BUDGET TO REINSTATE SUNDAY SERVICE DURING THE SUMMER AND PROVIDE FUNDING TOWARD A NEW RFID SYSTEM, AS SHOWN ON THE ATTACHED AMENDED BUDGET.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

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, Luksik, Williams

Nays: None

MOTION CARRIED

Other:

At this time, Peggy Cohen stated that the Finance Committee had formally asked the Friends of the Library to have an audit or something less than a certified audit done with a public accounting firm. Peggy spoke with the President of the Friends, Glenda Bard, and she stated they were interested in this process. The Friends will meet with the Library Auditing Firm and see how to proceed from there.

Meeting adjourned at 8:04 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, May 21, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary