

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, May 21, 2013**

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**Present:** Trustees: Margaret Cohen, Grant Gerhart, Judy Lindstrom, Joan Luksik

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

**Unable to Attend:** Eli Greenbaum, Pam Williams

**Guests:** Barbara Balow, Louise Saks Parliamentarian Unit

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 Joan Luksik, seconded by Grant Gerhart, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

*At this time Peggy Cohen requested an amendment to the Consent Agenda with the addition of her report under Unfinished Business.*

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy thanked Pam Williams for presiding over the April Board Meeting in her absence. Judy encouraged all the Trustees to visit the Community Room and view the art presented by the Bloomfield Hills Schools. She stated it is always amazing to see the wonderful talent these young artists possess!

**Director's Verbal Report:**

Karen wanted to remind everyone that the deadline for applications for the Myers Scholarship is June 1. The Selection Committee will review the applications in June or July.

The RFID Committee is working hard and making great progress investigating systems available for the public library market. They have been meeting with vendors and developing a long list of questions as well as specific specifications we will need to request in our RFP. A timeline was given to the Trustees that shows the projected installation of the new equipment in April of 2014 along with the switch over to the new system scheduled for May 2014. Karen stated that although she will not be attending the July 16<sup>th</sup> Board Meeting, she will hope to have this important project well on its way to be implemented for the Library.

Consumers Energy has completed the repair work on the natural gas line valve and is now moving to the restoration portion of the project. Consumers Energy will bring the area around the Library sign back to its original condition.

Karen reminded the Trustees that the Art from the Hills exhibit will be here through May 25<sup>th</sup> and encouraged them to stop in to see the student's work.

### **CONSENT AGENDA MOTION**

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

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

Call to the Public:

Judy welcomed Barbara Balow from Louise Saks Parliamentarian Unit. At this time, Barbara presented Karen Kotulis-Carter a copy of *Robert's Rules of Order Newly Revised 11th Edition*.

### **UNFINISHED BUSINESS:**

Peggy updated the Board on the meeting with Karen, Beth and members of the Friends Board of Directors and a representative of the Library Auditing Firm regarding auditing practices. The Library Board of Trustees made a formal request to the Friends that they have an audit or at least invite a third party to look at their business practices to make sure they have the best business internal controls possible. Peggy will present her information to the Friends at their June 5<sup>th</sup> meeting and will follow up with the Library Board of Trustees.

### **NEW BUSINESS:**

*11a: Unique Management Services Trial Period-Anna Pelepchuk Circulation Department Head*

In November 2012, the Library Board approved working with Unique Management Services to resolve many delinquent patron accounts and enter into a three-month trial period. Karen congratulated Anna Pelepchuk and the Circulation staff for a job well done as it is very challenging to introduce a collection agency to BTPL for the first time. Overall patron response has been accepting. Figures from the first two months of the trial period show this new procedure has certainly been a success! Anna presented a PowerPoint explaining the process and collection figures to date. The Library Board approved continuing the agreement with UMS to act on our behalf as a collection agency after the trial period ends on May 31, 2013. In addition, the Library Board approved using UMS to pursue the collection of older accounts, up to three years past due, on a one-time basis. Judy Lindstrom commended Anna and the Circulation Staff for the work they have done and stated the presentation was very informative.

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen, **THAT OUR LIBRARY CONTINUE OUR AGREEMENT WITH UNIQUE MANAGEMENT SERVICES, TO ACT ON OUR BEHALF AS A COLLECTION AGENCY, AFTER THE TRIAL PERIOD ENDS ON MAY 31, 2013. FURTHERMORE, MOVE THAT OUR LIBRARY PURSUE THE COLLECTION OF OLDER ACCOUNTS, UP TO THREE YEARS PAST DUE, ON A ONE TIME BASIS.**

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

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

*Nays: None*

**MOTION CARRIED**

*11b: Search Committee Succession Planning Update*

The Search Committee met to review the applications and chose four candidates to interview for the Library Director position. June 17, 2013 is the date scheduled for interviews. Each interview will be approximately ninety minutes long and will be a thorough interview process. Each Trustee will receive their final interview notebook by Friday, May 31, 2013.

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

A question was raised with regard to checks paid to 3M Library Systems in the amount of \$27,665.50 and checks paid to Checkpoint Systems in the amount of \$9,022.27. Karen explained that the 3M check was payment for our annual maintenance agreement for the self-check computer software and equipment. The Checkpoint Systems check was payment for 12,000 RFID tags for our current system. These are needed until we convert over to our new RFID system in May 2014.

A question was raised regarding why our self-check rate is so low. Peggy stated that some Libraries had an 80% rate of usage. Karen stated that some Libraries only use self check and therefore their percentage rate would be higher. Our patrons have the ability to have a clerk check out their items or use the self check. Anna Pelepchuk stated that she thinks some patrons have stopped using the self-check systems because of issues they have experienced unlocking DVD's.

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

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

*Ayes: Cohen, Gerhart, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

**Other:**

No discussion at this time.

Meeting adjourned at 8:27 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, June 18, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary