

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 18, 2013

Present: Trustees: Margaret Cohen, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik, Pam Williams

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

Guests: Marcia Preston, BTPL SOC; Barbara Bloom, Township Resident

At 7:01 p.m. the Library Board of Trustees Meeting was called to order by President Judy Lindstrom.

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

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Judy stated we have a lot of "Thank you's" tonight. We want to thank Karen Kotulis-Carter on this her last board meeting with us before her retirement. She is a woman who is remarkable in so many ways. Karen is a friend, colleague, and a leader of this wonderful Library. She has led the Library through many ups and downs and we have been thrilled to have her as part of our Library family. We wish Karen the best and hope we have many fun times together, as this is the beginning of a new chapter. We applaud Karen and her efforts in everything she has done for this Library that will go in perpetuity and always be the "mark of Karen"! We truly appreciate everything you have done.

At this time, Judy presented Karen Kotulis-Carter the following Resolution on behalf of the Library Board of Trustees:

***Bloomfield Township Public Library
Resolution***

- WHEREAS,** *Karen Kotulis-Carter has served Bloomfield Township Public Library since June 1, 1987 as Deputy Director and since August 1, 1997 as Library Director, working effectively with the Library Board, Friends of the Library, community organizations, other libraries and staff, and*
- WHEREAS,** *During her 26 years at the Library, Karen has shown a tireless commitment to public service and to providing outstanding library service to Bloomfield Township residents; and*
- WHEREAS,** *Karen's foresight and vision of preserving Bloomfield Township local history led her to form the Bloomfield Historical Society and to create an Archive to preserve Bloomfield history; and*

WHEREAS, *Karen developed several unique partnerships with Cranbrook Educational Community, Detroit Public Library and the University of Michigan School of Music, Theatre and Dance, bringing additional benefits to Bloomfield Township residents; and*

WHEREAS, *During Karen's tenure as Library Director, Karen strengthened the Library's financial foundation, conservatively managed the budget and built six endowments for the Library; and now, therefore, let it be*

RESOLVED, *The Bloomfield Township Public Library Board of Trustees commends and expresses sincere appreciation to Karen Kotulis-Carter on the occasion of her retirement and offers heartfelt thanks to her for her 26 years of outstanding service to the community and Bloomfield Township Public Library.*

Director's Verbal Report:

Karen thanked the Trustees for the Resolution. Karen stated that she always referred to this Library as a family and it is truly a family of dear and close friends. Karen wanted to thank all of the current Library Board and also the Trustees that chose her to be Library Director sixteen years ago. Karen thanked everyone for the opportunity to serve the Library and the community. It has been an opportunity to do good for people and an honor to work with the Library Board of Trustees and staff at the Bloomfield Township Public Library.

Karen thanked the Trustees for all they have done. The Trustees put in a twelve-hour day on Monday, June 17, 2013 to select a new Library Director. Karen stated their hard work is just one symbol of their dedication to the Library and the Community. Over the sixteen years being the Library Director, the current Trustees and their predecessors have never shied away from hard work and making difficult decisions. Karen also commended the Staff, who have dedicated their careers of many years to help patrons and particularly for their efforts during the economic challenges we have had lately to keep Library services up to the same quality expected by our patrons. Karen especially commended Carol Mueller, Assistant Director, and the Department Heads, Ann Williams, Marian Rafal, Marianne Abdoo, Anna Pelepchuk, Joel Dion, and Joan Wu for all they do to make this Library the wonderful place that it is. None of this can be done without a big "family" effort!

In honor of the Library Board of Trustees and the Library Staff, Karen presented a check to the Library in the amount of \$1,000.00 to the Director's Legacy Fund. Karen hopes future Directors and Staff will be able to use this endowment to develop professionally and to enhance their service to the public.

CONSENT AGENDA MOTION

After discussion, a motion was made by Joan Luksik, seconded by Eli Greenbaum, **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, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Judy welcomed Marcia Preston, BTPL SOC representative and Barbara Bloom, Township resident to the meeting.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a: Award of Periodicals Subscription Bid

Karen commended Karrie Yukon, Adult Services Librarian, and Ann Williams, Adult Services Department Head, for their work conducting the bidding process for library periodical subscriptions for 2014. A request for periodical subscription proposals was mailed to several companies and posted on the Library website on March 31, 2013. The deadline to receive bids was May 2, 2013 at 4:00 p.m. Four bids were received from Ebsco Industries, inc., Popular Subscription Service, Rivistas Subscription Services, and W.T. Cox Information Services. All bids were thoroughly reviewed and Karrie and Ann recommend that we accept the bid from W.T. Cox Subscriptions, Inc. for periodical subscriptions in 2014. Karen Kotulis-Carter agreed with their recommendation.

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO APPROVE AWARDING THE 2014 LIBRARY SERIALS BID TO W.T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11b: Collection Selection and Development Guidelines

The Library's guidelines for materials selection and collection development were updated last in 1993. Since so much has changed since then regarding print, media, online collections, etc. this became a major updating project. Karen thanked and commended Ann Williams, Adult Services Department Head, and Marian Rafal, Youth Services Department Head, for their work on this project and their dedication to the spirit of collection development. They have become our key role models training and coaching each new generation of librarians at BTPL. Our librarians have always approached this responsibility very seriously and have been highly professional and skilled at selecting and deselecting materials. The Trustees were given copies of the Library Board approved Collection Development Policy along with the Collection Selection and Development Guidelines for their information. No action is required by the Library Board. Karen stated that the goal in amending the Collection Selection and Development Guidelines was to ensure our procedures were in keeping with the Board policy and relevant regarding current and evolving collection development.

11c: Search Committee Succession Planning Update

The Trustees thanked Karen Kotulis-Carter for her work developing the Succession Planning notebook and Andrea Aragona for her work over the past few months in preparation for these interviews. The Trustees also thanked the Staff for attending the open forum with the Library Director candidates and for their input which was extremely helpful in this process. Karen commended the Trustees for the twelve hours they spent interviewing the four potential Library Director candidates and their dedication to this Library. The Trustees applauded and welcomed our new BTPL Library Director, Carol Mueller. Carol will begin her new responsibilities effective August 1, 2013.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Peggy Cohen reported at this time that she made a request, on behalf of the Library Board, to the Friends of the Library Board of Directors to consider if not a full audit at least have an accounting firm come and look at their accounting practices. Peggy attended the Friends June 5th Board of Directors Meeting. The Friends declined the auditing request, but have decided to put a written procedure in place. Peggy stated that she hopes there will be further discussion on this topic in the future.

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, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

Other:

No discussion at this time.

Meeting adjourned at 7:51p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, July 16, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary