

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, July 16, 2013**

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**Present:** Trustees: Margaret Cohen, Eli Greenbaum, Judy Lindstrom, Joan Luksik

**Unable to Attend:** Grant Gerhart, Pam Williams

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

**Guests:** Breck McCrory, BTPL SOC; Rochelle Vandittelli, Doeren Mayhew; Debra Miller, 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 Margaret Cohen, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik,*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy welcomed Carol Mueller to the meeting and thanked her for running the meeting while Karen Kotulis-Carter is on vacation. Carol will begin her duties as Library Director August 1, 2013. Judy congratulated Administration, Department Heads, and staff on the Annual Report. She stated it is amazing all that gets accomplished in one year at the Library! Judy also informed the Board that a very special member of our Friends Board, Virginia Smith, was featured in an article in the July issue of Michigan Gardener Magazine.

**Director's Verbal Report:**

Carol stated it was an honor to be sitting here and filling in for our Director, Karen Kotulis-Carter. She stated that Karen sent her warm regards to the Board. Carol thanked the Board for the opportunity to serve as the next Library Director and stated she is looking forward to starting on August 1, 2013. Carol informed the Trustees that Karen was honored in many ways last week. She received proclamations for her outstanding leadership of the Library from the State of Michigan, Oakland County and Bloomfield Township at the Township Board Meeting July 8, 2013. The Friends of the Library will be planting a Korean Mountain Ash Tree on Library grounds in honor of Karen's service to the Library, and the Library staff honored Karen with a gift of a \$1000.00 donation to the Director's Legacy Fund. The Director's Legacy Fund is now fully funded and the Community Foundation for Southeast Michigan has established this new endowment for Bloomfield Township Public Library.

Carol stated that the posting for Assistant Library Director has been posted on our website, TLN, Michigan Library Association and the American Library Association. The deadline for the posting is August 19, 2013. Carol is hoping to have the new Assistant Director start by mid October at the latest.

Carol stated that Frank Rewold and Son, Inc. will be overseeing the roofing project and Gene Ferrera will be our consultant and assist with this very large and complex project. He will assist with creating a request for qualifications for the engineering services and a request for qualifications for

roofing contractors. A roofing contractor will be selected in August so that the first and most urgent phase of roof repairs is completed in September/October.

Carol informed the Trustees that next Monday at the Bloomfield Township Board of Trustees Meeting, an amendment to the Townships Defined Contribution Plan will be taken for their approval. This amendment will allow Library employees who have been hired after April 1, 2011 to participate in this plan if they choose.

### **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; ASSET ALLOCATION SUMMARY**

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

Call to the Public:

Judy welcomed Breck McCrory, BTPL SOC representative and Rochelle Vendittelli, Doeren Mayhew to the meeting.

### **UNFINISHED BUSINESS:**

*No items for discussion*

### **NEW BUSINESS:**

*11a: Audit*

Rochelle Vendittelli from Doeren Mayhew reviewed the Audit for the Trustees. She thanked Beth Sulek-LaHousse, Carol Mueller, and Karen Kotulis-Carter for their help in making a very smooth auditing process. The Trustees thanked Beth for her detailed work and careful management of our finances. The Library received an unqualified opinion from the auditors.

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum, **TO ACCEPT THE AUDIT FOR THE 2012-2013 FISCAL YEAR AS PRESENTED.**

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

*11b: Annual Report*

Carol stated that it is always amazing what Library Staff accomplish in a year's time with a reduced budget and staff. They are never short on ideas, innovation or enthusiasm. Staff is to be commended for their continued high level of service and dedication. Carol highlighted several facts from the Annual Report: Items borrowed, 889,743; Library visits, 343,348; Website visits, 316,204; Collection Size, 375,025; Library cardholders 41,669 and program attendance for 585 programs, 16, 207; new books, 22,748; new media items, 7016 to name a few. The Annual Report will be posted on our website. The Trustees thanked the staff for all their hard work and innovations over this year.

The Annual Investment Report was presented to the Board and compares our investment returns with the standard national average to reassure the Board that our organization is investing under relatively standard circumstances.

After discussion, a motion was made by Joan Luksik, seconded by Peggy Cohen, **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR THE 2012-2013 FISCAL YEAR AS PRESENTED.**

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

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

Joan questioned the General Fund; RBC Capital –Investments line that stated Annual Yield of 0.00%. Beth stated that she will put the quarterly figure reported from Schwartz and Co. in the report starting next month to reflect the annual yield.

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

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

*Ayes: Cohen, Greenbaum, Lindstrom, Luksik*

*Nays: None*

**MOTION CARRIED**

**Other:**

Judy informed the Trustees that the Gala celebrating the Library's 50<sup>th</sup> Anniversary will be on October 18, 2014. Judy encouraged the Trustees to attend one of the Anniversary meetings and see what volunteer opportunities they might be interested in.

Meeting adjourned at 7:35p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, August 20, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary