

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, October 15, 2013**

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

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

**Administration:** Library Director, Carol Mueller; Director's Secretary, Andrea Aragona; Systems Department Head, Joan Wu; Systems Assistant, Ruweed Bibi; Joel Dion, Facility Services Department Head

**Guests:** Klaren Gerhart, Township resident; Sarah Fitzgerald, OCC student; Gene Ferrera, Frank Rewold and Son.

Upon discussion, a motion was made by Peggy Cohen, 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, Gerhart, Greenbaum, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Judy welcomed everyone to the meeting.

**Director's Verbal Report:**

Carol introduced Sarah Fitzgerald to the Trustees. Sarah is an Oakland Community College student completing her degree requirements as a Library Technician. Sarah has been interning at the Library since September as part of that requirement. She has been spending time in each of the seven library departments to observe all of the activities and functions of a public library.

Carol informed the Trustees that in July of this year, the Friends of the Library presented Karen Kotulis-Carter with a gift of a tree in honor of her retirement. A Korean Mountain Ash will be planted on the west side of the Library this Friday, October 18, at 11:00 a.m. and Karen will be present to put in the first shovel of soil. Carol extended an invitation to the Trustees to attend.

Carol stated that at their October meeting, the Friends of the Library approved \$23,725.00 in gifts for the Library. Youth and Adult Services and Administration programming will receive \$10,400.00. Also included in this amount are ten new chairs for the Library Café and arborist tree pruning of our pine trees. This gift is in addition to the July gift of \$25,000.00 for Library Technology. This makes a total of \$48,725.00 given to the Library from the Friends so far this year! The Trustees applauded the Friends and thanked them.

We are requesting proposals for vending services again as our current contract expires. We have vending machine survey forms available for our patrons and staff. It is helpful to get their suggestions so we will better know what type of questions to ask when meeting with prospective companies. A form is available in the gray folder for the Trustees.

Carol thanked Cranbrook for a donation of 110 new books, DVD's and CD's mostly in the science subjects. We have chosen many of them to add to our Youth and Adult Collections. Carol also

thanked Judy Lindstrom for making this donation possible.

**CONSENT AGENDA MOTION**

After discussion, a motion was made by Eli Greenbaum, seconded by Joan Luksik, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING; FINES AND FEES, WATER ANALYSIS,**

*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 Klaren Gerhart, Township resident and Sarah Fitzgerald, OCC student; Joel Dion, Facility Services Department Head and Joan Wu, Systems Department Head.

**UNFINISHED BUSINESS:**

*No items for discussion*

**NEW BUSINESS:**

*11a Roof Repair Bid*

Carol introduced Gene Ferrera and thanked him for the wonderful work he has done with us on this project. Gene reviewed background information on the bids for the Trustees. Bids were solicited with a due date of October 9, 2013. Competitive bids were received from three companies: Esko Roofing & Sheet Metal, Inc., Newton Crane Roofing, Inc., and Wm. Molnar Roofing Co. Inc. All three bidders were interviewed by Gene Ferrera, Frank Rewold and Son, and Mike Bode from Roofing Technology Associates (RTA). Esko Roofing & Sheet Metal, Inc. withdrew their bid due to oversights within the bid. After review, Frank Rewold and Son and RTA recommend awarding the roof repair bid to Wm. Molnar Roofing Co. Inc. in the amount of \$134,364. This was presented to the Building & Grounds Committee at their October 14, 2013 meeting and they recommended proceeding with the project to the full Board. Gene reminded the Trustees that we are entering the third phase of the roofing work and this phase encompasses RTA's work to do the inspections during the construction. He did stress that this is a "repair" and not a completely new roof. The Library Board will need to authorize the third phase of this contract with an estimated amount of \$11,000.00 for RTA.

Staging will be the next discussion. The staging is a difficult decision as it needs to be in an isolated area for patron safety. The preferred location is to shut down the book drop. However, that may be quite disruptive to Library services. The parking lot adjacent to the Youth Services Room is another area being considered. It is estimated that the roof repair will take at least three weeks and will start as soon as possible.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams **TO AWARD THE BID FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ROOF REPAIRS TO WM. MOLNAR ROOFING CO. INC., 12455 HALE STREET, RIVERVIEW, MI, 48193.**

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

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

*Nays: None*

**MOTION CARRIED**

Carol stated that the Board had already approved the three phases for RTA, but when we get the phase three cost information, if the Board agreed, she would like to forward this to the Building & Grounds Committee for approval.

A motion was made by Joan Luksik, seconded by Grant Gerhart **TO DELEGATE APPROVAL FOR PHASE 3 TO THE BUILDING AND GROUNDS COMMITTEE.**

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

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

*Nays: None*

**MOTION CARRIED**

#### *11b Library Website Review*

Carol thanked Joan Wu and Ruweed Bibi for their work on the Library website. The Library will be upgrading its website software to Drupal-version 7. The look and feel of the website will change with this upgrade. The Systems Department has been working on moving our Library website to this new version. This upgrade will enable us to improve features that we have found are not as intuitive to our patrons as originally intended. Ruweed Bibi presented an overview of the proposed changes to the Library website. The Trustees like the proposed design changes to the website.

#### *11c Annual Policy Review*

Eli Greenbaum stated that the Policy Committee met on October 3, 2013 to conduct a yearly review of the current approved Library policies. At this time there were no specific changes to any Library policies recommended.

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

A question was raised with regard to insurance reimbursement from the damages caused by the lower level flooding. Carol stated that we have received reimbursement from the insurance company for our claim.

A question was raised with regard to the fluctuating water bill amounts each month. Carol will present questions to Joel Dion and forward his explanation to the Trustees.

The Trustees were pleased with regard to the statistics stating that 91% of what is borrowed from the Library is being borrowed by Bloomfield Township residents.

A motion was made by Pam Williams seconded by Grant Gerhart, **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:**

The Trustees agreed to meet at 6:00 p.m. prior to the start of the November 19<sup>th</sup> Library Board Meeting to discuss the 50<sup>th</sup> Anniversary Gala. The next general meeting of the 50<sup>th</sup> Anniversary Committees is scheduled for Monday, December 2, 2013 at 2:00 p.m. in the Community Room.

Judy appointed Peggy Cohen and Grant Gerhart as the nominating committee. The election of Board of Trustee officers will be held at the November 19, 2013 Board Meeting along with the appointment of Board Committee members.

Meeting adjourned at 8:08p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, November 19, 2013 at 7:00 p.m. in the Board Room.

Submitted by:

Joan Luksik, Secretary