

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 18, 2014

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

Present: Trustees: Peggy Cohen, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik (via conference call), Pam Williams

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

Guests: Adam Peters, Township resident; Nancy Sugimoto, Township resident; Klaren Gerhart, Township resident.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **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:

Pam informed the Trustees of the passing of Sally Pullar, a long time volunteer at Bloomfield Township Public Library. Sally spent many hours volunteering with the Friends of the Library and was always a gracious representative of our Library.

Pam attended the Bloomfield Historical Society's program on February 16th featuring Dan Austin's presentation of Detroit's Old City Hall. She found it to be very informative regarding forgotten landmarks of Detroit and a wonderful representation of old and new during our 50th Anniversary year celebration.

Director's Verbal Report:

Carol stated that everyone's talking about the 50th Anniversary Kick-Off. It was a great success with an estimated crowd of 600 throughout the day. The after- hours concert with the Beatles tribute band Toppermost had 150 in attendance and was a fun evening for all. Carol shared a scrapbook created from photos taken during the Kick-Off events. Carol thanked everyone for all their help planning and participating in the day's festivities.

A new historical banner will be stationed between the Lobby display cases. This banner presents bits and pieces of Library history over the last 50 years.

At the last Friends of the Library meeting, the Friends approved 8 Wish List items in the amount of \$25,575.00. Carol thanked the Friends for their generosity! Items approved were tree and flower bed mulch, Adaptive Umbrella Workshop, Teen programming for 2014/2015, Youth 2014 Summer Reading program, movie license, Youth programming for 2014/2015, complete set of Agatha Christie books in large print, and funding for the 2014/2015 Chamber Music Concerts.

Work continues on the redevelopment of our website. The new website format will be unveiled in early March. We also have a new e-Newsletter called *What We're Reading*. This newsletter features book reviews from staff on the books they have read recently.

Carol thanked Klaren Gerhart for taking our “soft friends” from the Youth Room into her care. These stuffed animals are so very well loved by our young patrons in the Youth Room and her care will see to it they remain in good shape for years to come.

CONSENT AGENDA MOTION

After discussion, a motion was made by Peggy Cohen, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: 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: Pam welcomed Adam Peters, Nancy Sugimoto, and Klaren Gerhart to the meeting.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Vending Bids

Corporate Dining Concepts has provided Library vending services in the staff and public areas since April, 2010. The three-year contract with Corporate Dining expires March 31, 2014. A request for proposals for vending services was posted on the Library website, available at the Library's Welcome Desk, and mailed to fourteen metro Detroit companies in December with a January 3, 2014 deadline for response. Three companies responded to the RFP; Corporate Dining Concepts, Variety Food Services, and Vendtek. These proposals were reviewed by Tera Moon, Assistant Director; Marianne Abdo, Technical Services Department Head, and representatives from the Staff Organization Committee. After careful consideration, the recommendation of Administration was to award the bid for Library vending services to Corporate Dining Concepts based on their thorough proposal and excellent service provided to us the past three years.

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum **THAT CORPORATE DINING CONCEPTS, 1645 WEST HAMLIN ROAD, ROCHESTER HILLS, MICHIGAN, BE AWARDED THE CONTRACT TO PROVIDE VENDING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b Revised 2014 Holiday Calendar

Carol stated that while revenues are starting to increase very slowly, it will be several more years before our revenues fully recover from this economic downturn. Building maintenance needs are increasing; aging computer and audio visual equipment along with the RFID project for 2014/2015 continue to present budget concerns. Peggy stated, on behalf of the Finance Committee, that every possible cut has been made to the budget and there are no other avenues to explore! Peggy thanked Carol Mueller and Beth Sulek-LaHousse for their diligence on this budget. She stated it was a very difficult Finance Committee meeting and the fact that we are now cutting materials has put us in a very difficult situation. After approval from the Finance Committee, Carol presented a revised 2014 Holiday Calendar that includes closing ten Sundays during the summer beginning on June 22, 2014 through August 24, 2014. The Board agreed to review this decision again for next year's budget.

After discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen **TO APPROVE THE REVISED 2014 HOLIDAY CALENDAR AS PRESENTED WITH TEN SUMMER SUNDAYS CLOSED IN JUNE, JULY AND AUGUST, 2014.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to payment of \$8,575.00 for boiler repairs. Carol explained that this was to replace a damaged valve on the boiler.

A motion was made by Judy Lindstrom 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: No Discussion

The Board went into Executive Session at 7:49 p.m. to discuss the Library Director's Performance Review and contract renewal.

The public meeting was reconvened after the closed Executive Session at 8:45 p.m. The Trustees approved renewal of the Director's contract for the fiscal year beginning April 1, 2014 through March 31, 2015.

Meeting adjourned at 8:47 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, March 18, 2014 at 7:00 p.m. in the Board Room.

Submitted by

Eli Greenbaum, Secretary