

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

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

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

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

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

Upon discussion, a motion was made by Pam Williams, 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:

Joan Luksik stated that she hoped everyone has seen and tried the new website. She congratulated Joan Wu, Ruweed Bibi, Carol Mueller and Tera Moon for doing a wonderful job. She thinks the patrons will love it!

During a recent trip to Colorado, Joan visited the Pitkin County Library in Aspen. She found it interesting that their library expansions are partially funded by donations. They received an endowment of over 3 million dollars to defray costs of the newest expansion. The Library also offered Nook Readers for checkout and had "express computer" stations where computer use was available for 15 minutes and the patron just stood at the computer to use it. It is always interesting to visit other libraries and see what they offer their patrons.

Director's Verbal Report:

Carol Mueller stated that March is National Reading Awareness Month. It is also the month for our First Grade Readers Rally. The first presentation was today complete with small farm animals from the Bowers Farm. Every child who attended received a packet including the book *Click Clack Moo* along with other library information. All first grade classes in Bloomfield area schools, private and public were invited. Our Story Telling Festival begins on April 1 and April 2 with presentations from students on the Bloomfield Hills Schools forensic teams.

Carol hoped all the Trustees had a chance to visit the website and she would appreciate any suggestions or comments they have. She stated that we are glad we can make most information only one or two clicks away. The goal was to make navigating the website easier.

Carol informed the Trustees of the upcoming Volunteer Reception on Wednesday, April 16th at 2:00 p.m. in the Community Room. Formal invitations are forthcoming in the mail.

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: MONTHLY ACTIVITY REPORT**

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: Joan welcomed Beth Sulek- LaHousse to the meeting. Beth wanted to express to the Board that she felt they chose very wisely when they chose Carol Mueller as Library Director. Beth stated that Carol is a very caring person regarding the Library and its' employees.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Budget Close April 1, 2013-March 31, 2014

Carol thanked Beth for all her work on this very difficult budget! She stated she could not have gotten through this budget process without her help. Carol stated that this has been another challenging budget year with several fiscal challenges and many unknown factors including our recent building issues. Estimated total revenues in March 2013 came in \$272,272 less than originally budgeted in total. This large decrease is due primarily to a change in asset value and investment earnings on library investments. Property taxes also declined and we anticipate receiving \$23,349 less in property tax revenue than originally budgeted. Also, investment earnings did not meet expectations this fiscal year. A large savings was realized by reducing personnel costs over the fiscal year. A savings of \$98,039 in personnel expenditures is expected by year end as a result of staff changes, retirements, delay in filling vacant positions, lower level new staff earning salaries, the delay in implementation of health care benefits as required by the Affordable Care Act, lower health care premiums and a slight decrease in the retirement costs as given to us by the Township. While furlough days were discontinued and staff received a 1% wage increase this fiscal year, this will be the fourth year no merit increases or movement in the proficiency levels were possible. There was a decrease in our Fund Balance of \$103,764 compared to the year-end estimate due to the unanticipated building projects and disappointing performance of our investments. All in all it has been a very challenging fiscal year.

After discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2013 - MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$4,775,321 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,345,640 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion, a motion was made by Peggy Cohen, seconded by Eli Greenbaum **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2013 - MARCH 31, 2014 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$96,913 AND ANTICIPATED EXPENDITURES AMENDED TO \$91,668.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b Proposed Budget April 1, 2014-March 31, 2015

Carol stated that revenues for fiscal year 2014-2015 are now projected to decrease by \$83,431 since our proposed budget was approved in August, 2013. The decrease is due in part to recalculating our investment earnings projection based on actual performance in the fiscal year 2013-2014. An increase in our projected Fines and Fees helped to slightly offset the decrease. A small 3.3% increase in property tax revenues is projected and penal fines and state aid are

anticipated to remain stable as projected in August 2013. As investment earnings in fiscal year 2013-14 were below our projections, our estimated earnings for fiscal year 2014-15 have been adjusted to a more realistic revenue number. Total expenditures for fiscal year 2014-15 are estimated to increase by \$88,613 or 1.7% from fiscal year 2013-2014. The largest increase in expenditures is in the Personnel category for retirement. In October 2013, Bloomfield Township sold bonds to fully fund pension obligations for retirees and current employees covered by the defined benefit pension plan. Participation in this plan is now closed. Payment on this bond will be for the next 20 years and then will be paid in full. Fiscal year 2014-2015 will be the fifth year in a row library revenues have not improved enough to resume staff movement through the salary ranges or to award merit pay. We were fortunate to resume our regular schedule of library hours in 2013-14 as no furlough days were scheduled. Our 2014-2015 budget proposes a modest 1% wage increase for staff. Bloomfield Township Public Library salaries remain in the mid-range as compared to similar sized public libraries in the area that have awarded a larger wage increase for their employees in 2014. With the uncertainty of the Affordable Care Act, the estimated cost of providing health care benefits to our 30 hour employees has been budgeted for this fiscal year in the assigned fund balance rather than the general fund. Unfortunately, the Library will close on 10 summer Sundays in the fiscal year 2014-2015. Our building maintenance needs are increasing and age of our computer and audio visual equipment is quite concerning. The RFID project will be completed in fiscal year 2014-2015 also. A savings of \$31,032 will result from the summer Sunday closings along with saving some wear and tear on our building and equipment for those days. Carol expressed her gratitude to the Friends of the Library for their gifts of funding totaling \$65,968.62 in fiscal year 2013-2014. Their generosity allowed the Library to continue offering popular programs, additional chairs for the Library Café, new items for the special collections and for Library grounds maintenance projects of tree pruning and garden mulch. Carol also stated her gratitude for the Library Endowment Funds that give back to the Library every year by supporting the Library as well as the library gardens, garden related programs, book discussions and collections, the annual Myers Scholarship and staff development opportunities.

After discussion a motion was made by Grant Gerhart, seconded by Pam Williams **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$5,092,459 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,434,253 USING A PORTION OF THE FUND BALANCE FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

After discussion a motion was made by Pam Williams, seconded by Eli Greenbaum **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$700 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$162,129 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At this time, Peggy Cohen, on behalf of the Finance Committee, expressed appreciation to Carol Mueller and Beth Sulek-LaHousse for their work on this very difficult budget. She stated they have done a wonderful job and thought of every possible way to use our funds wisely. She also thanked the staff as the Trustees felt a lot of the hardships were put on the backs of the staff. Staff is giving 150% and have done so through all the difficult times by absorbing unpaid furlough days, frozen salaries and lack of movement through the proficiencies.

She applauded staff for their efforts during these times as the general public using this Library would never see any of this as service and programming were continued at a very high level. The Trustees echoed Peggy's sentiments. The Trustees also expressed concern with closing on ten Sundays during the summer and stated this will be re-evaluated in another year.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised regarding the decrease in February circulation rate. Carol felt this was probably due to weather issues.

A question was raised regarding the decrease in home page hits on the website. Carol felt this was most likely due to issues during the construction of our new website.

A motion was made by Grant Gerhart seconded by Peggy Cohen, **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:

Peggy Cohen questioned fees for our current gas alternative energy supplier. Since gas prices appear to be decreasing at this time and we have a floating rate with our alternative energy supplier, why have our rates not decreased? Carol stated it would be a good time to investigate all our alternatives.

Meeting adjourned at 8:37 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, April 22, 2014 at 7:00 p.m. in the Board Room.

Submitted by

Eli Greenbaum, Secretary