

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, April 22, 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; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona; Joel Dion, Facility Service Department Head.

Upon discussion, a motion was made by Peggy Cohen, 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 stated that Trustee Judy Lindstrom received the President's Award on April 16, 2014 from Cranbrook. Judy has many years of volunteer service at the Cranbrook House and on the Garden Auxiliary and has contributed much to the preservation of the institution. The Trustees congratulated Judy on this accomplishment and stated they are very fortunate to have Judy on our Library Board of Trustees.

Director's Verbal Report:

Carol stated that we had a special 50th Anniversary program at the Library on April 7th that featured a DSO Brass Quintet. We had 140 people in attendance. Bill Lucas is a musician in the quintet and Township resident. The program opened with the Library fanfare he composed for the Library's Rededication in 2008. This has become our Library theme song and is typically what one would hear when placed on hold calling the Library.

Carol informed the Trustees to watch our Library display cases next month as they will feature a 1980's theme of paper dresses created by paper artist Matt Richmond. One of the featured dresses will be a replica of sorts of a Cyndi Lauper dress. These displays are in keeping with the decade's theme of our 50th Anniversary Year celebration.

Carol stated that April 1st is the beginning of our new fiscal year. Along with the start of our new budget year, we also update our patron databases at this time. The updated databases show that 29,542 township residents have their library cards and that equates to 72% of our residents having library cards.

Carol was pleased to share that our newly designed website is off to a great start. We are a little more than a month with the website and our databases in general have had twice the number of visitors than we had last year. Our database page is now the second most visited page after our home page! We have received many positive comments from patrons on the ease of use with the website.

Carol shared some very adorable Thank You notes received from St Regis School students who attended our First Grade Readers Rally.

Carol shared with the Trustees a copy of the book *Kakurebocchi de Asobo*, by Setsuko Mashima, which was obtained for the Library by Asae Shichi, a Township resident. Ms. Shichi taught Japanese to Isabelle Charnov, a former Library Trustee and longtime Library volunteer. Isabelle had translated this book from Japanese into English and we have received the book along with Isabelle's translation for our Youth Services collection. Carol stated we are very grateful for Ms. Shichi's efforts to obtain a copy of this book from its publisher in Japan and it will be given a place of honor in our Youth Services collection in memory of Isabelle Charnov.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENT COMMENTS; 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 Robin Lang, SOC representative.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

Cleaning Services Bids:

Carol thanked Tera Moon and Joel Dion for the complete and thorough process used to conduct this request for proposals. Tera worked along with Joel and RFP's were sent to twenty-two cleaning companies in the Metro Detroit area. The RFP was also posted on our website. A mandatory walk-through was held and representatives from five cleaning companies attended. The Library received proposals from three cleaning companies: Du All Cleaning, Inc., Metro Cleaning Services, and Road Runr Maintenance. All three proposals were carefully reviewed and after analysis of all proposals and reference calls, it is the Library's recommendation to award the contract to Du All Cleaning, Inc.

At this time the Trustees questioned the condition of the Lobby floor. Joel explained that the material/tiles used are not able to withstand the amount of foot traffic in that area. The company that installed the flooring is no longer in business and therefore our warranty is null and void. Carol and Joel will research options for replacement costs and bring that information to the Building and Grounds Committee for review.

After discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams **TO AWARD THE CONTRACT TO PROVIDE CLEANING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COMMENCING ON JUNE 2, 2014 TO DU ALL CLEANING, INC., 47465 BARBARA ROAD, MACOMB, MICHIGAN 48044.**

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 checks paid to various libraries for items lost in a stolen MelCat delivery truck. Carol explained that we contract with a company called ProMed for our delivery of MelCat books along with books borrowed from other network libraries. One of the ProMed trucks was stolen. This had taken a long time for the Library of Michigan to sort out and in the meantime we had billed these other libraries for the materials they had not returned. Since the materials were stolen, we then had to reimburse these other libraries and then in turn we were reimbursed by the Library of Michigan.

A question was raised with regard to the decline in room rentals. Carol stated that there was really no explanation for this other than the fact that the meeting rooms are also used for Library sponsored programs and availability may have been a factor.

A comment was made regarding the amount of fines and fees collected over the year and how great that was. Carol stated that the Circulation Department staff has done a wonderful job settling these accounts. Carol thanked the Circulation staff as this is not always an easy task.

A motion was made by Peggy Cohen seconded by Judy Lindstrom, **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:

A question was raised regarding election dates available to place a possible library millage proposal on the ballot. Carol spoke with Jan Roncelli, Bloomfield Township Clerk, and learned that townships hold elections in the even numbered years. There are two elections scheduled this year in August, 2014 and November, 2014. Carol reviewed the Library's millage history with the Trustees and options were discussed. No action was presented at this time.

Meeting adjourned at 7:48 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, May 20, 2014 at 7:00 p.m. in the Board Room.

Submitted by

Eli Greenbaum, Secretary