

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 15, 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, and Pam Williams

Unable to attend: Joan Luksik

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

Guests: Marianne Abdoo, SOC; Klaren Gerhart, Township resident; Rochelle Vendittelli, Doeren Mayhew; Matthew Whitty, Walter Schwartz, Edward Schwartz, Gregory Schwartz & Co., Inc.

Upon discussion, a motion was made by Peggy Cohen, seconded by Judy Lindstrom, **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, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice President Pam Williams presided. Pam welcomed everyone. Pam stated that she was very pleased that we are almost done with our RFID project! On her recent visit to Alaska, Pam visited the library at Fort Wainwright. She stated the books were very well used on the base!

Director's Verbal Report:

Carol stated that we are in the finishing stages of the RFID project. The new gates were just installed this morning and should be operational by next week. Approximately 212,500 items have been reprocessed! The new self-check stations were installed in the Circulation area and our automated materials handling system will be upgraded with new hardware and software during the week. Carol stated that our self-check use statistics are much lower than usual due to this project and we expect to see a steady increase once the new stations are in place.

Carol stated we are continuing with our lower level investigation and the pipes were successfully flushed out on July 8th. The next step with regard to the pipes in the lower level is to view these pipes with a camera. As it began to rain that day and the lower level began to flood, the plumbers and project manager were able to experience firsthand what happens during these flooding events. It was noted that during this downpour it appeared that the retention system in our parking lot is not draining water quickly enough, which may be a contributing factor in the lower level flooding. As a result, we now need to proceed with the expertise of a civil engineer. Carol will inform the Building and Grounds Committee and schedule a meeting if necessary. All meetings in the lower level meeting rooms have been relocated to the Board Room and Community Room in anticipation of this work.

The Friends of the Library recently gave the Library \$16,960 in gift funding. These gifts will fund a collection agency module, purchase items for the Special Needs collection, sponsor Teen and Adult Summer library programs, continue our subscription to Book Page and provide additional showcase lighting in the Library Shop. The Trustees expressed how very thankful they are for our Friends of the Library and all they do for Bloomfield Township Public Library!

Carol shared a copy of the Michigan Gardner Magazine that featured the Library's Friends Gardens located at the entrance to the Library.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: NO EXCEPTIONS LISTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Pam welcomed Marianne Abdo, SOC representative and Klaren Gerhart, Township resident to the meeting. Klaren Gerhart suggested the Library look into the possibility of using Crypton fabric as a reupholstering material in the Youth Room. She felt it was a very durable fabric and worth keeping as an option if and when reupholstering is needed.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Audit

Rochelle Vendittelli provided a verbal overview of the FY 2013-2014 audit in which the Library received another unqualified opinion. The auditors commended the Library and stated that they have given the Library a clean opinion as there were no journal entries needed and there are no areas of concern. A copy of the audit was provided in the Trustees Board packet. Carol thanked the Finance Committee for their careful review and counseling and gave a special thanks to Beth Sulek-LaHousse for her diligence and hard work all year on the Library's finances. The Trustees expressed their thanks to Beth for the stellar job she does with the Library's finances.

11b Library Investment Review

Matt Whitty, Ed Schwartz, and Wally Schwartz provided updated information on Library investments, reviewed our portfolio, and explained their process for monitoring our investments. After the presentation, a Trustee expressed concern over how our investments are monitored and felt his question on this matter was not answered to his satisfaction. It was suggested to put this question in writing and have Schwartz & Co. answer in writing for further clarification. Carol will follow up on this correspondence.

11c Annual Report

Carol shared the FY 2013-14 Annual Report with the Trustees. She stated it is always amazing to see all we have accomplished this past year in spite of a tight budget. The Library staff is never short on ideas, innovation or enthusiasm. Carol commended staff for their continued high level of service, creativity and dedication with limited resources. Carol highlighted several of the Library's accomplishments of the past year. The Annual Report will be posted on our website.

Carol stated that as required, the Annual Investment Report was also provided to the Trustees. This report compares our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances.

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR THE 2013-2014 FISCAL YEAR**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No discussion at this time.

After discussion, a motion was made by Peggy Cohen seconded by Pam Williams, **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

Other:

Carol reminded the Trustees of the 50th Anniversary Committee meeting on Monday, July 21, 2014 at 2:00 p.m.

After discussion, a motion was made by Grant Gerhart seconded by Peggy Cohen, **TO ADJOURN MEETING.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

Meeting adjourned at 8:23 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, August 19, 2014 at 7:00 p.m. in the Board Room.

Submitted by:

Eli Greenbaum, Secretary