

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 16, 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, Judy Lindstrom, Joan Luksik, and Pam Williams

Unable to Attend: Trustee, Eli Greenbaum

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

Guests: Robin Lang, SOC; Klaren Gerhart, Township resident

Upon discussion, a motion was made by Judy Lindstrom, 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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan commented on her cold week spent up in Northern Michigan. The early cold and early changing color of the leaves reminded her that the 50th Anniversary Celebration will be here very soon. Joan thanked all the Trustees, volunteers, and library staff who have been working on the 50th Anniversary Celebration and especially thanked Judy Lindstrom for steering us through any obstacles that presented themselves.

Director's Verbal Report:

Carol reported that our ticket count for the "Night at the Library" is 112 tickets! Most of the ads for the Gala program have been received and everything is coming together nicely. Carol thanked the Trustees for all their hard work in planning this event. We had a wonderful article in the Eagle about our 50th Anniversary Gala along with an article about the millage. A Staff Reunion, sponsored by our SOC, was held on Thursday, September 11. Those present enjoyed reminiscing about their time at the Library and many fond memories were shared.

A fact sheet is available in the Library and on the Library website regarding the Library Millage Proposal. The website includes links to the September 3, 2014 presentation, the fact sheet, Library budget and the most recent audit. Another Public Forum will be held at the Library on Thursday, October 9th at 7:00p.m.

Carol reported that we did have a minor flood in the lower level on Monday, September 1. However, we remained dry in the lower level during the heavy rain on September 10th. The survey work and camera work has been completed and the next step is a check valve. It was discovered that an old pipe running from the lower level maintenance workshop, below Youth Services, and then out to the parking lot is showing signs of broken joints that are allowing dirt to come into the pipe. This will be addressed by possibly lining that pipe. We are waiting on quotes for repairs at this time.

Carol stated that 2015 is a special year for our Friends of the Library as they celebrate 50 years as an organization. The Friends are in the beginning planning stages of a membership drive. The Friends had a record sale over the weekend and the revenues were \$4,937.50!

In keeping with our strategic planning goal of “getting out into the community”, the Library was represented at the “Touch a Truck” event on September 6th by Youth Services Librarian, Amy Young, and Administration Clerk, Celia Domalewski. Over 50 people stopped by the Library table. Connie Silver, Adult Service Librarian, also represented the Library at Trader Joes and 80 people stopped by the Library table there on September 12th.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Pam Williams, seconded by Peggy Cohen, **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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Robin Lang, SOC representative and Klaren Gerhart, Township resident, to the meeting. Robin informed the Trustees that the Staff Holiday Party will be held at the Heathers Club on December 7th at 6:30pm. Invitations will be out soon.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Policy Review

Carol thanked the Policy Committee, Grant Gerhart and Eli Greenbaum, for their yearly review of all fifteen Library policies. The Bylaws of the Library Board of Trustees and Fixed Asset Management Policy had minor updates required. The recent amendments to PA 164, the law under which Bloomfield Township Public Library is organized, required some minor wording changes in the month the next general election occurs and in the reasons for a vacancy on the Library Board. These revisions were approved by the Policy Committee. The Fixed Asset Management Policy was updated to replace the word “public” with “community.”

Trustee, Peggy Cohen, commended former Trustee Jim Bohlander for his meticulous work during his tenure on the Board reviewing all of our Library Policies and revising them to reflect the concise wording they now have.

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE REVISED BYLAWS OF THE LIBRARY BOARD OF TRUSTEES ORIGINALLY APPROVED BY THE BOARD OF TRUSTEES ON SEPTEMBER 6, 1963 AND AMENDED ON FEBRUARY 10, 1987, JANUARY 18, 1998, JANUARY 19, 1999, JANUARY 20, 2004, JANUARY 16, 2007 AND SEPTEMBER 20, 2011. ALSO TO APPROVE THE REVISED FIXED ASSET MANAGEMENT POLICY ORIGINALLY APPROVED BY THE BOARD OF TRUSTEES ON DECEMBER 18, 2001 AND AMENDED ON SEPTEMBER 18, 2007.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Pam Williams questioned the payment of a check from the Gift Fund to cover tree pruning and postage for October 18th Gala. Carol stated that the Gift Fund was reimbursing the General Fund as these two expenses should have been paid using Gift Fund money.

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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

Other:

Judy Lindstrom suggested having the pine trees near the Library entrance checked for Diplodia. She stated several pines look like they could possibly have this blight and it needs to be treated before it spreads to all the pine trees. Carol will follow up on this request.

Judy also shared dessert samples from Jim Hutter & Nora Sanjian Hutter, owners of the *Dessert Diva LLC*. They have very generously donated 500 bite sized pastries for the "Night at the Library" Gala on October 18th. The Trustees were very grateful for their generosity and enjoyed the delicious desserts!

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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

Meeting adjourned at 7:25 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, October 21, 2014 in the Board Room.

Submitted by:

Eli Greenbaum, Secretary