

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 20, 2015

At 7:01 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, Eli Greenbaum, and Judy Lindstrom

Unable to attend: Trustees: Grant Gerhart and Pam Williams

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

Guests: Marianne Abdoo, SOC

Upon discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Cohen, Greenbaum, Lindstrom, Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan welcomed everyone to the first Board Meeting of 2015! Joan spoke on the upcoming strategic planning process. This is the last year of the Library's current strategic plan. The process to create a strategic plan for 2016-2021 will begin this spring. We are seeking a consultant to facilitate this process and RFP will be mailed to consultants and made available on the Library's website and at the Library Welcome Desk. Joan encouraged the Trustees to provide their input on this important process.

Director's Verbal Report:

Carol congratulated Grant Gerhart for his five years of service on the Bloomfield Township Public Library Board!

Carol stated that we are celebrating another milestone this year. One of our regular programs, Writers Rendezvous, has been meeting at the Library for 20 years! This group consists of people interested in writing and perfecting their writing skills. As a result of this program, the participants have collectively published over 100 books, many short stories and essays, and three screen plays were also optioned!

Winter has affected our brick pavers on our two terraces, causing them to pop up and block the doors from opening as widely as intended. Since these are emergency exits, the pavers have been removed at the two Youth Terrace doors and sand has been placed in these areas temporarily. In the spring a permanent solution will be put in place.

Discussions have begun on the refurbishing of the two pink youth alcoves. The monies raised at the 50th Anniversary will allow the replacement of carpeting and fabrics in these well used areas. The Interiors Committee, Peggy Cohen and Eli Greenbaum, have met to review replacement materials. The lobby floor replacement issues continue. A Special Library Board Meeting with the representatives from Virginia Tile was suggested. Carol will schedule this meeting to review options and get input and approval from the Library Board for the replacement.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Eli Greenbaum, seconded by Judy Lindstrom, **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, Greenbaum, Lindstrom, Luksik

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Marianne Abdoo, SOC representative.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Proposed Library Fines and Fees Schedule

Carol stated that the Department Heads and Administration conducted their annual review of the Fines & Fees Schedule in preparation for completing the 2015-2016 Library budget. This schedule is the summary table of the restrictions and costs associated with borrowing Library materials and use of Library services at Bloomfield Township Public Library. Carol reviewed the changes made with the Board as most of the changes were updates. One big change is the addition of our new STEM collection. Carol also stated that we have been using our Collection Agency for almost two years now and have had very good results with regard to having long overdue items returned to the Library along with fines being paid for late or lost items.

After discussion, a motion was made by Peggy Cohen, seconded by Judy Lindstrom, **TO APPROVE THE SCHEDULE OF FINES & FEES AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2015.**

A vote was taken for approval of the motion.

Ayes: Cohen, Greenbaum, Lindstrom, Luksik

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan asked where the two surface pro tablets purchased 1-9-15 are being used. Carol stated that this purchase was prompted by a gift of a surface pro tablet from the Friends of the Library for our Adult Services Department. One of these tablets was purchased for our Systems Department as they will need to be familiar with these tablets in order to support them, and one for staff to use.

After discussion, a motion was made by Judy Lindstrom seconded by Eli Greenbaum, **TO ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Cohen, Greenbaum, Lindstrom, Luksik

Nays: None

MOTION CARRIED

OTHER: NO DISCUSSION

The Board went into Executive Session at 7:41 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, 2015 through March 31, 2016.

Meeting adjourned at 8:47 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, February 17, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Judy Lindstrom, Vice President