

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 17, 2015

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, Judy Lindstrom, Joan Luksik and Pam Williams

Unable to attend: Trustees: Grant Gerhart and Eli Greenbaum,

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

Guests: Liz Clauder, Youth Services Librarian

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

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan welcomed everyone. She thanked Carol Mueller and Beth Sulek-LaHousse for all their hard work on the budget. Joan stated that as we are entering into the spring months, we will see lots of changes in nature that offer a sense of renewal. She feels that our Library patrons will also feel renewed with the many new programs and events the Library will offer this year.

Director's Verbal Report:

Carol acknowledged the passing of one of the Library's former Trustees, Rod Myers. Rod served on the Library Board for many years and was a true gentleman in every sense of the word. Rod's legacy will continue on at the Library through the Jeanette P. Myers Scholarship Fund which the Myers family established in the memory of his late wife Jeannette. He will be missed by all of us here at the Library.

Carol also shared the sad news of the passing of one of our Library employees, Doris Barey this past weekend. Doris worked as a clerical assistant in the Technical Services Department for the past seventeen years. Doris always had such a warm smile and was a pleasure to work with. She will be greatly missed by all of us at the Library.

Carol shared a rendering of the renovations for the youth alcoves. Funds raised through the sales of ads and tickets to the 50th Anniversary Gala will be used to make these renovations. Final options approved by the Interiors Committee of carpet tiles, chairs and fabrics were presented to the Trustees. The time frame to complete these renovations will be between six to twelve weeks from the time of ordering.

Carol also updated the Trustees regarding the Lobby tile flooring. Joel Dion visited a gas station that used the Slaty tile flooring under consideration for the Lobby and was not convinced this would work in our Lobby. Carol stated that we will continue to do our due diligence as this is an important purchase. Alyce Riemenschneider, Quinn Evans Architects, suggested that perhaps a fresh start with a blank slate is something to consider and she will work on a new flooring plan.

Carol informed the Trustees that a donation was made by the Staff Organization Committee to the Library Endowment fund in honor of the Library Board of Trustees in the amount of \$134.00. Funds for this donation were received through Casual Friday staff donations.

Carol also reminded the Trustees that the Volunteer Reception will be on Wednesday, April 15th from 2-4 p.m. Carol encouraged the Board to attend and thank our wonderful volunteers for making a difference in our Library and community.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF THE FOLLOWING: CASH DISBURSEMENTS, ASSET ALLOCATION SUMMARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Joan welcomed Liz Clauder, Youth Services Librarian

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

11a Current Fiscal Year Estimated Budgets April 1, 2014/March 31, 2015

Carol thanked Beth Sulek-LaHousse, Finance Coordinator, for all her hard work on the budget. She also thanked the Trustees for their support in so many ways during the past year. Our estimated total revenues when approved in March, 2014 were \$5,092,459.00. At year-end, we are now estimating our total revenues to be \$6,791,963.00. We anticipate receiving \$1,699,504.00 more than originally budgeted in total. This large increase is due primarily to the November 4, 2014 approval by Bloomfield Township voters of the library millage proposal to restore and supplement library revenues. Total overall expenditures have decreased slightly over the fiscal year. Personnel expenditures increased slightly by \$26,732.00 due to increases in pension contributions, employee insurances and other personnel changes. Other Operating Expenditures increased by \$24,658.00 due to the continued lower level water investigation and strategic planning survey. We are thankful to the Friends of the Library for their gifts of funding totaling \$72,695.16 in FY 2014/2015. The Library endowment funds are gifts that give back to the Library every year and we are grateful for this funding also. The Library's 50th anniversary Gala ticket sales, ads, and sponsorships resulted in proceeds of almost \$20,000.00 to the Library which will be used to refurbish our two Youth alcoves.

After discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$6,791,963 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,422,236.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2014 - MARCH 31, 2015 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$100,366 AND ANTICIPATED EXPENDITURES AMENDED TO \$88,410.**

11b: Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2015 – March 31, 2016.

Carol stated that the theme in this year's budget is *restoration* and we are eager to restore our programming, services, and materials. Carol stated that revenues for FY 2015/2016 are now projected to increase by \$1,820,178.00 since our proposed budget was approved in August 2014. This increase is due to the November 2014 approval by the Bloomfield Township taxpayers of the library proposal to restore and supplement library revenues and a 1.1% increase in Bloomfield Township taxable value. Overall, Library revenues are projected to increase 2.7% in FY 2015/2016 compared to year end FY 2014/2015 and 36% over the March, 2014 adopted FY 2014/2015 budget. Our projected total expenditures for FY 2015/2016 are estimated to increase by \$564,122.00 or 10.4% from FY 2014/2015. Several expenditure lines have been increased from the proposed August, 2014 budget as we work to restore funding for library service hours, materials and programming. Project expenditures have also increased as we plan to complete several long overdue building projects. We are very fortunate to be able to resume our regular schedule of library hours in FY 2015/2016 as the Library Board approved a full schedule of hours, including summer Sundays for 2015. Carol also recommended that we resume movement through the salary ranges once again, and bring current staff up to the level they should be at given their good performance and time in position after the last five years of frozen pay levels. She also recommended giving those employees at the top of the salary range who qualify a 1% merit. The Fund Balance is estimated to be \$9,846,216.00 in FY 2015/2016. This is an increase of \$2,736,894.00 over the August proposed budget. This addition fund balance has been allocated to the assigned fund balance liabilities to adjust our required 8 month fund balance appropriately to cover our increased expenditures and add a new assigned amount for future capital improvements.

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2015 - MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$6,974,003 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$5,986,358 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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Judy Lindstrom, seconded by Peggy Cohen, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2015 - MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$800 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$175,465 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

At this time, Peggy Cohen spoke on behalf of the Finance and Personnel Committees with regard to how strongly the committees felt about bringing staff salaries back to where they should be. She stated that the Board is very grateful to staff for the sacrifices they made the past five years with frozen salaries, lack of movement through the proficiencies, and unpaid furlough days. Service to our Library patrons never faltered and the Board is very appreciative of the staff's efforts during these times.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

A question was raised with regard to the check in the amount of \$18,470.00 for salt application. Carol stated that the price for salt has been steadily increasing and we have a 2 inch limit in which if the snowfall is less than 2 inches, the parking lot will be salted rather than plowed. This past winters' weather conditions warranted the parking lot to be salted many times and on some days several times. Carol will further look into this question and find out specifics to report to the Trustees.

A question was raised with regard to specifics about the Library endowment funds and if public can contribute to these funds. Carol stated the public can contribute to any of the funds and reviewed the purpose of each fund:

- Myers scholarship Fund: provides an annual scholarship that is presented at the August Board Meeting.
- Director's Legacy Fund: supports staff development.
- Yvonne Atkinson Fund: supports library book discussions.
- Smith Challenge Grant: is a fund for Library charitable uses.
- Endowment Fund: is a fund for Library charitable uses.
- Fair Radom Garden Fund: supports gardens and Garden programming at the Library.

After discussion, 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, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Meeting adjourned at 7:56 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, April 28, 2015 at 7:00 p.m. in the Board Room.

Submitted by:

Pam Williams, Secretary