

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

Oakland County, Michigan
Tuesday, March 15, 2016

At 7:02p.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, Joan Luksik, Judy Lindstrom, Pam Williams,

Unable to attend: Eli Greenbaum

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

Guests:

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, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan publicly thanked the Friends of the Library for their very generous gift last month. Joan commended administration and the department heads for their efforts to remain conservative with the Library's budget once again.

Director's Verbal Report:

Carol stated that our "test area" of new tile has been installed in the lobby without disruption to library services. This tile will potentially remain in place through next winter and we will then make a determination about using this product to replace the entire lobby/café flooring.

The stakes and flags for the roof drain project have been installed along the west side of the Library. After results from bore tests are received, the Building & Grounds Committee will meet to review.

Carol reminded the Trustees that the Volunteer Reception will be held on Wednesday, April 13, 2016 from 2:00pm thru 4:00pm in the Community Room. She encouraged the Trustees to attend and help us thank our wonderful volunteers for making a difference in our Library and community.

Carol introduced and congratulated our Youth Services Assistant Department Head, Jennifer Taggart on her recognition as one of the Library Journal's top Movers and Shakers! Jen was one of 54 selected nation-wide for this honor. The Trustees extended their congratulations to Jen also.

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.**

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:

There were no attendees at tonight's meeting.

UNFINISHED BUSINESS:

No discussion items at this time.

NEW BUSINESS:

11a Current Fiscal Year Estimated Budgets April 1, 2015 – March 31, 2016

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, 2015 were \$6,974,003. At year-end, we are now estimating our total revenues to be \$6,911,301. We anticipate receiving \$62,702 less than originally budgeted in total. This decrease is due primarily to a change in asset value in library investments and receiving only one state aid check this fiscal year. Projected revenues from taxes increased by \$38,608 from our original estimate in March. Our Penal Fines payment also was more than initially estimated by \$27,978. State aid is lower than budgeted as we have not yet received our second check this fiscal year. Circulation Fines & Fees are lower than projected as we are sending fewer overdue accounts to our collection agency. Total overall expenditures have decreased over the fiscal year from \$5,986,358 in March, 2015 to an estimated \$5,703,874 at year end. Expenditures were very controlled again this current fiscal year. Actual expenditures are estimated to be \$282,484 less than anticipated. This decrease is due primarily to projects being reduced. We realized savings of \$48,812 in personnel category due to several vacancies during the year and new employees starting at the beginning of the salary range.

After discussion, a motion was made by Pam Williams, seconded by Grant Gerhart, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GENERAL FUND BUDGET FOR THE APRIL 1, 2015-MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$6,911,301 AND ANTICIPATED EXPENDITURES AMENDED TO \$5,703,874.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Judy Lindstrom, seconded by Pam Williams, **TO AMEND THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY GIFT FUND BUDGET FOR THE APRIL 1, 2015-MARCH 31, 2016 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES AMENDED TO \$117,665 AND ANTICIPATED EXPENDITURES AMENDED TO \$141,771 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

11b Proposed General Fund and Gift Fund Estimated Budgets for Fiscal Year April 1, 2016-March 31, 2017.

Carol stated revenues for FY 2016-2017 are now projected to decrease by \$51,014 since our proposed budget was approved in August, 2015. Revenue from taxes remains as projected at this time. State Aid has increased as we anticipate receiving three state aid checks in this next fiscal year due to a delay of one check in FY 2015/2016. Circulation Fines & Fees revenue has been adjusted downward due to more patrons keeping their accounts clear of overdue fines thereby sending a lower rate of overdue accounts to our collection agency. Our investment earnings also were adjusted downward due to the continued volatility in the bond market. Charges for services and miscellaneous revenue remain as projected. Overall, library revenues are now projected to increase 3.3% or \$229,333 in FY 2016-2017 compared to year end FY 2015-2016.

After discussion, a motion was made by Peggy Cohen, seconded by Pam Williams, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GENERAL FUND BUDGET FOR THE APRIL 1, 2016-MARCH 31, 2017 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$7,140,634 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$6,872,786 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, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

After further discussion, a motion was made by Grant Gerhart, seconded by Judy Lindstrom, **TO APPROVE THE FUNCTIONS IN THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PROPOSED GIFT FUND BUDGET FOR THE APRIL 1, 2016 – MARCH 31, 2017 FISCAL YEAR PER ADMINISTRATIVE RECOMMENDATIONS WITH ANTICIPATED REVENUES IN THE AMOUNT OF \$700 AND ANTICIPATED EXPENDITURES IN THE AMOUNT OF \$152,649 USING A PORTION OF THE FUND BALANCE AS NECESSARY.**

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

No discussion

After discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart, **TO APPROVE AND 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:

No discussion

A motion was made by Peggy Cohen, seconded by Grant Gerhart to **ENTER CLOSED EXECUTIVE SESSION AT 7:56 P.M. TO DISCUSS THE LIBRARY DIRECTOR'S PERFORMANCE REVIEW.**

A vote was taken for approval of the motion.

Ayes: Cohen, Gerhart, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

The Public Meeting was reconvened after the closed Executive Session at 8:10 p.m.

The Trustees approved the renewal of the Director's contract for the period of April 1, 2016 to March 31, 2017.

Meeting adjourned at 8:15 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, April 26, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary