

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, December 20, 2016**

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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: Tom Deska, Eli Greenbaum, Judy Lindstrom, Joan Luksik and Pam Williams

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Sandi Bird; Director's Secretary, Linden Godlove

**Guests:** Emily Hudak, Youth Services Librarian and Staff Organization Committee Representative; Joan Wu, Systems Department Head; Dale Bartow, Secant Technologies Consultant

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

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, and Williams*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Luksik wanted to formally recognize Bloomfield Hills Schools Superintendent Glass. We are all very excited and proud for Superintendent Glass and the Library staff and Board congratulate him. We are so happy that we hired Sandi Bird as our Finance Coordinator. President Luksik said it has been an honor and a privilege to serve as president for the past three years. "I hope I have filled the duties and requirements as president." She thanked Carol Mueller for her guidance and acknowledged assistance from Peggy Cohen and Judy Lindstrom. President Luksik thanked everyone for their support and wished them happy holidays.

**Director's Verbal Report:**

Director Carol Mueller thanked Joan Luksik for three years of great leadership. She publically thanked the Friends and the SOC—Maeve Devlin, Brooke Hoskins, and Emily Hudak—for the wonderful holiday party. The Jingle Mingle was especially good at getting everyone to interact with people they might not otherwise engage with. She expressed thanks to the Friends for financially sponsoring the event. The Friends surprised us at the December meeting by approving many items

on the Library's wish list, a whole month early. The Friends Board approved a total of \$20,695 in gifts.

On November 30, the Director received a phone call from Matt Schwartz, of Schwartz and Company, reporting there would be an unrealized loss in the Library's investments, due to an unexpected interest rate increase, among other factors. The Library is still ahead for this fiscal year. Schwartz and Co. will attend our February 23 Budget Review session and will give a review on our investments.

The lower level water remediation project is nearly complete, but work was halted by the snowfall. There had been a steady rain after the installation and everything is working as it should. The work lasted for two weeks and everyone was flexible and cooperative with the project.

Finally, at the center of the table are pages for a "Thank You" book for Penny Ellis, who orchestrated the lovely mosaic piece in the Library. The Board is welcome to express their thanks on one of the cards. Director Mueller expressed her warm wishes to everyone for a wonderful holiday and a great 2017.

#### **THE REMAINING CONSENT AGENDA MOTION:**

After discussion, a motion was made by Eli Greenbaum, seconded by Judy Lindstrom, **TO APPROVE THE ITEMS ON THE REMIANING CONSENT AGENDA AS PRESENTED**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

#### **REGULAR AGENDA:**

*Call to the Public:* President Joan Luksik welcomed the guests, Emily Hudak, Youth Services Librarian and SOC Representative, Joan Wu, Systems Department Head, and Dale Bartow of Secant Technologies. Emily Hudak thanks everyone for coming to the Holiday Party and to the Friends for their contribution.

#### **UNFINISHED BUSINESS:**

*No items for discussion*

#### **NEW BUSINESS:**

##### ***Technology Infrastructure Bid Award***

A request for proposals for Network Electronics and Structured Cabling for Bloomfield Township Public Library was released on October 25, 2016 with a deadline of November 29, 2016. The Library received one bid on November 29, 2016 from Presidio Corporation.

The division of Presidio Corporation proposing a bid for this project is the incumbent Cisco provider to the Library at this time. They were previously known as Netech Corporation prior to their acquisition earlier this year. This company implemented our Cisco network initially in 2007 as part of the 2005-2008 Building Improvements Project and has proven to be very responsive in supporting our network over the years.

The work for structured cabling will be carried out by MCR, Inc., a subcontractor. The bid required a single lead contractor to manage all aspects of the bid and Presidio Corporation will be the lead and our single point-of-contact if awarded the bid.

After discussion, a motion was made by Pam Williams, seconded by Eli Greenbaum, **TO AWARD THE BID FOR NETWORK UPGRADE AS PRESENTED**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

### **PA 152**

Director Carol Mueller thanked Sandi Bird for compiling the financial information for this discussion. Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

We have chosen the hard cap option for most years. We now have an opportunity to continue the Hard Cap option for 2017 or switch to the 80/20 option but the change must be affirmatively made by a majority vote. This decision will affect all full time and all 30 hour employees in 2017 who accept health care benefits from the Library.

It is recommended by Administration to adopt Option 1, known as the Hard Cap Option, because of its known costs for our budgeting purposes. The Finance and Personnel Committees agree and support Administration's recommendation.

After discussion, a motion was made by Judy Lindstrom, seconded by Eli Greenbaum, **TO ADOPT THE HARDCAP OPTION, AS PRESENTED**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

### ***Gift Fund Budget Resolution Change***

We are proposing a change in only the Gift Fund Budget Resolution for the March, 2017 Gift Fund Budget adoption for FY 2017/2018. The proposed change would be to adopt the Gift Fund on a total fund basis. In years past, the Library Board has adopted the Gift Fund on a functional level as well as a total fund basis. The Finance Committee has reviewed this proposed Gift Fund Budget Resolution change and approves of this change.

After discussion, a motion was made by Pam Williams, seconded by Eli Greenbaum, **TO ADOPT THE FUTURE GIFT FUNDS BUDGETS, AS PRESENTED**

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

### ***Distribute Director Evaluation***

Director's Secretary Linden Godlove will distribute a .doc version of the form to the Trustees. The Trustees were directed to send comments to the Personnel Committee, Grant Gerhart and Joan

Luksik, with a deadline of January 10, 2017.

***Election of Officers/Committee Appointments***

The slate of new officers is Pam Williams as President of the Board of Trustees, Eli Greenbaum as Vice President of the Board of Trustees, and Judy Lindstrom continuing as Secretary of the Board of Trustees.

Thank you all for taking jobs as officers of the board.

After discussion, a motion was made by Tom Deska, **TO ACCEPT THE SLATE OF OFFICERS, AS PRESENTED**

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

The Committee Assignments were deferred to Pam Williams. The Committee Appointments will be added to Unfinished Business for the next Board of Trustees Meeting.

Budget Review session is scheduled for February 23, 2017, 11 a.m. Fines and Fees will be on the January 17, 2017 regular meeting Agenda.

**DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

Page 30 was discussed, which was about the fraud situation. Director Carol Mueller explained that an old version of the Library's website included a portal for patrons to make donations to the Library. This portal was used as a test site for fraudulent credit card use.

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

*A vote was taken for approval of the motion.*

*Ayes: Deska, Greenbaum, Lindstrom, Williams*

*Nays: None*

**MOTION CARRIED**

**OTHER:**

All thanked President Joan Luksik for all of her hard work through the past three years as President.

Meeting adjourned at 7:58 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, January 17 at 7 p.m. in the Board Room.

Submitted by:

Judy Lindstrom, Secretary