

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 17, 2017

At 7:02 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Pam Williams.

Present: Trustees: Tom Deska, Eli Greenbaum, Judy Lindstrom, and Pam Williams

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Linden Godlove

Guests: Brooke Hoskins, Adult Services Librarian and Staff Organization Committee Representative

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

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, and Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

President Pam Williams remarked that there is a lot happening with the Library's Subcommittees and they have great ideas. She expressed enthusiasm about the Art Committee's wall of historical photos, which is nearing completion. We hope you had a merry Christmas and a happy New Year. We are off to a great start.

Director's Verbal Report:

Director Carol Mueller reminded the Board to check the gray folder for the agenda for the Friends of Michigan Libraries workshop on March 24. We are honored to be hosting it at our Library and will be giving tours of the Library. About 80 representatives from libraries across the state will be attending. She requested that the Board let us know if they wish to attend by March 1, 2017.

We have a few staff updates. We do have several postings out, which may raise questions of what is going on. Breck McCrory, Systems Technician, accepted a supervisory position at Chesterfield Library which is five minutes from her home and she will be using her Master's in Library Science degree. Emily Hudak, Youth Services Librarian, is returning to Troy Public Library, taking on a supervisory position there. Robin Lang, an Administration Clerk, is moving to San Diego, CA. Sue Barr, Youth Services Librarian, just announced her retirement. Liz Clauder announced she is

expecting in July. She also recently participated in a Library of Michigan Webinar called, "Build a Better World: Youth Programming Ideas." All the changes can create staffing challenges, because there is often about two weeks' notice and it takes more than two weeks to find a new candidate for the position. The part time staff has been willing to increase their hours to help compensate for the loss of coverage.

With the icy sidewalks making it difficult to go for walks, our Adult Services staff figured out a creative way to put in extra steps within the library with the Walking Trivia Track. There is a new challenge out every Friday and trivia questions hidden around the stacks of the library. Participants bring their answer sheet to the Adult Services desk to be scored and can win a prize.

The question was raised last month about the amount spent on health care services. Our Finance Coordinator has prepared this information and it will be a part of our budget review session. Schwartz and Company will provide a review of Library Investment at our February 23 budget review meeting and then we will go in to the Budget Review Session.

Assistant Director Tera Moon shared a video tour of the Library. The concept and script was written by the Strategic Planning Committee, with the video and narration done by Greg Black of BCTV. The video is under two minutes and will be used to promote the Library on our website and on Facebook, as well as other avenues.

THE REMAINING CONSENT AGENDA MOTION:

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

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, and Lindstrom

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: President Pam Williams welcomed the guest, Brooke Hoskins, who represents the SOC. Brooke Hoskins reported that the SOC is nearing the end of their year and they have a new election coming shortly. They have three good people as candidates for the Staff Organization Committee.

UNFINISHED BUSINESS:

Election of Officers/Committee Appointments

Pam Williams requested that Trustees should list their first three choices for Committees they wish to participate in and email these to her. Some of the Committees meet on an as-needed basis, some meet once a year, and others have more regular involvement. Everyone is invited to attend the Finance and Investments Committee meetings.

NEW BUSINESS:

Fines and Fees 2017/2018

The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2017/2018 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. We carefully reviewed all items on this schedule for relevant changes to recommend. Several changes are suggested this year for your consideration to implement at the start of our next fiscal year on April 1, 2017.

Director Carol Mueller reported that the Library does an annual review of fees and fines as part of our annual budget. Thank you to the Department Heads, who review everything. There are no major changes to fines/fees this year, only some word-smithing for clarity.

When we changed our Circulation policy in 2011, our non-resident borrowing was 30%. Currently 92% of the materials borrowed are from Bloomfield Township residents.

The Library conducts a meeting room survey and reviews what nearby libraries are offering. Our fees are in line with other local library's venues. We view our meeting rooms as a service. Our fines and fees are comparable to most local libraries, also upon review. No changes are recommended for either.

After discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska, **I MOVE THAT THE SCHEDULE OF FINES & FEES BE APPROVED AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2017.**

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, and Lindstrom

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Page 29, the Development Committee meeting minutes, was reviewed. Judy Lindstrom said she had one suggestion and one addition. She expressed that the true intention of the Photography Contest was to have another opportunity for our community to engage with the Library, with a program that is out of the ordinary.

Of the multicultural festival, she requested that the words that inspired it: "Tapestry," "kaleidoscope" and "quilt," be included in the minutes of the discussion of this project.

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,

Nays: None

MOTION CARRIED

OTHER:

President Pam Williams reminded everyone of the Budget Review meeting on February 23, 2017, at 11 a.m.

Judy Lindstrom noted that people are idling their cars in the book drop area. It was discussed that perhaps signs could be set up to discourage this, or a 5 minute parking space established. It was also suggested that the police could enforce the handicapped parking areas.

Tom Deska inquired about the roof and drainage repairs aiding with the issues. Director Carol Mueller reported that it is working well.

Meeting adjourned at 7:57 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, February 21 at 7 p.m. in the Board Room

Submitted by:

Judy Lindstrom, Secretary