

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

---

Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, February 21**

---

At 7:01 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, Grant Gerhart, Eli Greenbaum, Joan Luksik, Judy Lindstrom, and Pam Williams
- Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Linden Godlove
- Guests:** Maeve Devlin, Youth Services Librarian and Staff Organization Committee Representative, Joan Wu, Systems Department Head, and John Kaczar, Municipal Analytics Representative.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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

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

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Pam Williams expressed enthusiasm for the Art Committee's historical photo project and how the photo reproductions and enlargements were "crystal clear. The exhibition is being professionally printed, framed, and installed by Laurie Tennant. Williams also remarked on Laurie Tennant's "stunning" photography exhibit at Meadowbrook. Laurie Tennant will also be one of the judges for the Development Committee's photography contest.

**Director's Verbal Report:**

Director Carol Mueller reported that our photo contest was unveiled on February 1, with a front page article in *the Eagle*. Six photos have been submitted so far. The American Library Association just announced the Caldecott and Newberry award winners for 2016, which are *Radiant Child* and *The Girl Who Drank the Moon*. The Friends of Michigan Library (FOML) workshop is coming up on Friday, March 24 and confirmation was given from all six board members that they would be in attendance. We are much honored to have the FoML here. Larry Neal, the Director of Clinton Macomb Public Library, will be a speaker.

**REGULAR AGENDA:**

**Call to the Public:** President Pam Williams welcomed the guest, Maeve Devlin, who represents the SOC. Maeve Devlin reported that the SOC has new representatives: Ed Niemchak, Jamie Jasper, and Killian Weston. One of them will be in attendance at the next Board of Trustees meeting.

**UNFINISHED BUSINESS:**

***Board of Trustees Standing Committee Appointments***

Each Committee should have one veteran and one new Trustee involved. Changes and adjustments can be made to the appointments. Judy Lindstrom requested to remain on the Art Committee through the historical photo project. Every Trustee is welcome to attend any of the meetings. Carol will resend descriptions of the Committees.

**NEW BUSINESS:**

***11a Compensation and Classification Study Award***

Carol introduced John Kaczar, who put together the request for proposals and interviewed the two companies who submitted proposals. Carol also thanked Tera Moon, who handles all bids, and the Personnel Committee, Grant Gerhart and Joan Luksik, for thoroughly reviewing all proposals.

A request for proposals (RFP) was released on Friday, December 9, 2016 asking for proposals to conduct a compensation and classification study for Bloomfield Township Public Library. Our last study was completed in 2000. It is good management practice to complete a review of an organization's classification and compensation system at least every ten years. In addition, there is a need to have a classification and compensation process in place so that Library Administration can maintain and update our system into the future. There has been some impact on the mandated minimum wage process, which has resulted in some salary compression at the top end of our salary.

Each company was well qualified; however GovHR most closely resembles our needs at this time.

Grant Gerhart commented that he felt both were good but felt that GovHR met our requirements more, particularly with our employees being involved in the process. He felt that we got more of a briefing with Mersus, rather than answered questions.

Joan Luksik added that the GovHR has a more interpersonal approach and more and an interchange. Mersus is obviously is very intelligent and experienced.

John Kaczar commented that there can be much anxiety if staff have not been through this process before. The deliverables will be the salary administration, as well as some of the employees at the top of the range. The current pay structure may be correct. The interviews will solve some of the questions of internal equity.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik **TO AWARD THE BID FOR A COMPENSATION AND CLASSIFICATION STUDY FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO GOVHR USA, 630 DUNDEE ROAD, SUITE 130, NORTHBROOK, ILLINOIS, 60062.**

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

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

*Nays: None*

**MOTION CARRIED**

This will start end of March, early April.

***11b Network Project Bid***

At the December 20, 2016 Library Board meeting, the Trustees awarded the bid for Network Electronics and Structured Cabling to Presidio Inc. in the amount of \$201,755.96. The project has started and is on schedule to meet the March 31, 2017 completion date. During the initial design and discovery sessions with Presidio Engineering and Secant Consulting, it was determined that three additional Cisco switches are desired to allow one to one patching of network cables located under the voice backbone patch panel in Server Room MC-ER. During the initial design and bidding process, these cables were inadvertently deemed part of the Library phone system and not the data network.

Joan Wu, Systems Department Head, explained that our telephone system is separate from our Cable system. She reported the Library is getting more of our switches ready for voice over IP.

Director Mueller expressed her gratitude for Joan Wu's foresight at planning ahead for the next stage of these upgrades.

Upon discussion, a motion was made by Joan Luksik, seconded by Judy Lindstrom **To Approve The Change Order For The Bloomfield Township Public Library Network Upgrade Project In The Amount Of \$12,719.00.**

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

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

*Nays: None*

**MOTION CARRIED**

### ***11c Vending Services Bid Award***

Director Carol Mueller thanked Assistant Director Tera Moon for going through this process.

Corporate Dining Concepts has provided Library vending services in the staff and public areas since April, 2010. Corporate Dining Concepts was awarded the bid again in 2014. The three-year contract with Corporate Dining Concepts expires March 31, 2017.

A request for proposals for vending services was posted on the Library website, available at the Library's Welcome Desk, and mailed to 16 metro Detroit companies in December, 2016 with a January 9, 2017 deadline for responses. The RFP received proposals from two companies: Corporate Dining Concepts and Continental Canteen.

We conducted a survey in the fall, with assistance from the SOC, to get feedback on the vending services. Many commented that they liked the vending services we used, and liked the gentleman that maintained the machines. The Library receives a 20% commission on the vending services in the Staff Lounge and a 25% commission on the machines in the public café. Commissions from the Staff Lounge vending area go to the SOC. Corporate Dining Concepts also has a change machine on their vending machines, as well as offering a guaranteed advance commission.

Upon discussion, a motion was made by Grant Gerhardt, seconded by Tom Deska **TO AWARD THE CONTRACT TO PROVIDE VENDING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO CORPORATE DINING CONCEPTS, 1645 WEST HAMLIN, ROCHESTER HILLS, MICHIGAN.**

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

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

*Nays: None*

**MOTION CARRIED**

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

It was explained that the Library pays per Hoopla download, with an account that gets money transferred to it.

Joan Luksik inquired about why the water bill had doubled since last January. Carol Mueller will be investigating this for an explanation.

The Trustees also were concerned that circulation of downloadable and print materials has been decreasing since 2012. Carol reported all libraries are currently been experiencing a downward trend in circulation. The collection is being weeded, with a curated collection encouraging more circulation. This is also in correlation to the economy. In good times, people use the Library less.

Joan Luksik commented that the Library is doing great at adding new patrons, with an increase from 2016.

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

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

*Ayes: Deska, Gerhardt, Greenbaum, Lindstrom, Luksik, Williams*

*Nays: None*

**MOTION CARRIED**

### **OTHER:**

Carol Mueller reported that our budget review session will have something new and different, with a power point presentation, and print binders of budget information. We are working very closely with Finance Coordinator Sandi Bird on our budget review. The Budget review meeting is on Thursday, February 23 at 11 a. m., and the Development Committee meeting is on Tuesday, February 28, at 2 p.m.

Meeting adjourned at 8:02 p.m. The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, March 21 at 7 p.m. in the Board Room

Judy moved to adjourn, Eli seconded.

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

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

*Nays: None*

**MOTION CARRIED**

Submitted by:

Judy Lindstrom, Secretary