

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, April 25, 2017**

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At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Eli Greenbaum.

**Present:** Trustees: Tom Deska, Grant Gerhart, Eli Greenbaum, Joan Luksik, and Judy Lindstrom

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon;

**Guests:** Marian Rafal, Youth Services Department Head; Killian Weston, Staff Organization Committee Representative; Barbara Bloom, resident

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska  
**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, and Lindstrom*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

Eli Greenbaum expressed sadness over the loss of Pam Williams. He asked that we honor Pam's contributions to the Library and echo her enthusiasm for working so hard on the Library's behalf.

Eli Greenbaum acknowledged Marian Rafal for winning the 2017 Frances H. Pletz Award for Excellence in Service to Youth in the state of Michigan. He read and presented Marian with a Library Board resolution formally congratulating her on receiving this distinguished award.

**Director's Verbal Report:**

Director Carol Mueller announced that there are invitations on the table to the Library's photo reception entitled "Captured Moments". Carol encouraged everyone to attend to see the wonderful historic photos and hear the announcement of the photo contest winners.

The Staff Organization Committee has dedicated the May and June casual day donations to the Myers Scholarship.

Carol shared that Art from the Hills, Bloomfield Hills Schools' art show, will be hosted at the Library again this year from May 15 – 27. The reception will be held on May 16, which is also a Library Board meeting night. Parking at the Library may be a little more crowded during this time.

Carol reported on the status of Institute of Museum and Library Services (IMLS) funding. This funding

greatly benefits all libraries, including our own library. IMLS funding is currently being reviewed to be reduced or cut at the federal level. Carol reached out to our representatives urging support of this funding.

Carol suggested that a letter of thanks be sent by our Library Board President to our representative, Mike McCready, thanking him for supporting library funding at the state level.

Carol directed the Trustees to the information about and the application for the annual Jeanette P. Myers Memorial Scholarship. This scholarship provides funds to encourage and support the post-secondary education of past or present employees of the Bloomfield Township Public Library, or persons who have some relationship with our Library. The scholarship brochure, guidelines and application are available on the library website and at the Welcome Desk. Please feel free to share this information with anyone you may know who is pursuing post-secondary education. Applications for this scholarship will be accepted through June 1, 2017.

#### **REGULAR AGENDA:**

***Call to the Public:*** Eli Greenbaum welcomed the guests, Killian Weston who represents the Staff Organization Committee (SOC), and Barbara Bloom, a Bloomfield Township resident.

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

##### ***Cleaning Services Bid***

Carol expressed thanks to Tera Moon and Joel Dion for their careful review and analysis of bids. Tera Moon explained the cleaning services bid process. On February 7, 2017, a request for proposals for library cleaning services was released. This request was mailed to 26 companies in metro Detroit. The RFP was available on the Library's website and at the Welcome Desk.

A mandatory walk-through for interested proposers was held on Friday, February 24, 2017. Representatives from six cleaning companies attended the walk-through: CITI Building Services, Du-All Cleaning, Inc., Master Maintenance, Metro Cleaning Services, McCoy Maintenance Inc., and Road Runr Maintenance. The deadline for proposals was Monday, March 13, 2017 at 4:00 p.m. with a public bid opening immediately following. Representatives from McCoy Maintenance and CITI Building Services were present at the bid opening. The Library received proposals from four cleaning services companies: CITI Building Services, Du-All Cleaning, Inc., McCoy Maintenance Inc., and Road Runr Maintenance. Master Maintenance and Metro Cleaning Services, Inc. attended the mandatory walk-through but did not submit a proposal. All four proposals received were carefully reviewed by Joel Dion, Carol Mueller, and Tera Moon.

After reviewing the proposals, Road Runr and McCoy Maintenance were eliminated. Road Runr's proposal was not as comprehensive or as clear as the other proposals and was not considered further. McCoy Maintenance bid well over the Library's cleaning budget. Joel Dion and Tera Moon invited two companies, Du-All Cleaning, Inc. and CITI Building Services, to on-site interviews. CITI Building Services proposed assigning two different crews for week days and weekends, which is a concern for security purposes. CITI Building Services prefers communication from the Library to start with the Account Manager rather than the on-site supervisor. Du-All Cleaning, Inc. assigns a consistent crew and allows direct communication to the on-site supervisor. The on-site supervisor is part of the nightly cleaning crew, which is preferable to the Library. In addition, Du-All guarantees to address problems within one hour. Du-All has provided cleaning services to the Library for six years and has a good

record of communication, security, quality service, and flexibility. Du-All's quoted annual fee is within the Library's budget. After our analysis of all proposals and hearing the companies' answers to our interview questions, our recommendation is to award the contract to Du-All Cleaning, Inc. Du-All Cleaning, Inc. provides cleaning services to several area libraries and busy public buildings, offers seven day cleaning services for \$69,120.00 annually, and meets or exceeds our proposal requirements. Our recommendation is to award the library cleaning services bid to Du-All Cleaning, Inc. for \$69,120.00 annually.

Upon discussion, a motion was made by Joan Luksik seconded by Judy Lindstrom **THAT DU-ALL CLEANING, INC., 35474 MOUND ROAD, STERLING HEIGHTS, MICHIGAN, 48310 BE AWARDED THE CONTRACT TO PROVIDE CLEANING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COMMENCING ON JUNE 1, 2017 FOR AN ANNUAL COST OF \$69,120.00.**

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

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

*Nays: None*

**MOTION CARRIED**

### ***Art Plaque Request***

Plaques in the Library have been vigorously discussed by the Library Board over the years, most recently in 2011.

Our Board approved policy regarding gifts to the Library states that "All gifts shall be acknowledged. Additional acknowledgement may be made at the discretion of the Board of Trustees. A patron has requested a plaque for our newest art piece, the mosaic made by students of the Conant Elementary School. The Development Committee recently discussed this request and support placing a plaque near this piece. The suggested location is on the wall to the right of this piece. All agreed that this plaque should be of the same acrylic material and style of existing plaques, such as the plaque located near our Quest statue. The suggested wording for the plaque is:

Conant Elementary School  
Legacy Project  
September, 2016

There was discussion about the location of the plaque because of its proximity to the stairwell. It will be placed as close as possible to the mosaic piece.

Upon discussion, a motion was made by Judy Lindstrom seconded by Joan Luksik **TO PLACE A PLAQUE INDICATING THE LIBRARY'S MOSAIC ART PIECE WAS CREATED BY THE ART STUDENTS FROM CONANT ELEMENTARY SCHOOL. SAID PLAQUE WILL MATCH THE MATERIAL AND DESIGN OF SIMILAR PLAQUES CURRENTLY IN THE LIBRARY.**

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

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

*Nays: None*

**MOTION CARRIED**

### ***Library Board Vacancy***

Carol shared that while we are all saddened and in disbelief about the sudden loss of our Library Board

President Pam Williams, we will need to start thinking about filling the vacancy on the Library Board. She reviewed the Library Board Vacancy Procedure and proposed timeline for filling our vacancy. The deadline for applications is Monday, May 15, 5:00pm. All applications received will be provided to the Trustees at the May 16 board meeting for review. A meeting on May 18 is proposed to discuss interviews and interviews would be scheduled the week of May 22.

Eli commented that the board of trustees is very collegial and dedicated and hopes that the vacancy is filled with a person who continues that spirit. Eli requests that the interview and application questions are revised to more adequately represent the duties and importance of being a library trustee. The group agrees that the questions should be revised.

Eli reported that he will contact trustees regarding possible committee reassignments to fill vacancies left by Pam's passing.

**OTHER:**

Judy Lindstrom proclaimed how beautiful the daffodils and tulips are right now.

Eli adjourned the meeting at 7:43 p.m.

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

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

*Nays: None*

**MOTION CARRIED**

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom".

Judy Lindstrom, Secretary