

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 20

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: Sandra Edwards, Grant Gerhart, Eli Greenbaum, Tom Deska, and Judy Lindstrom.

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

Guests: Ed Niemchak, Adult Services Librarian, and Staff Organization Committee Representative; Klaren Gerhart, Bloomfield Township Resident, Brendan Edwards and Gray Edwards, Bloomfield Township Residents.

Upon discussion, a motion was made by Judy Lindstrom, 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: Edwards, Gerhart, Greenbaum, Deska and Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum announced that tonight there is a new member of the Board of Trustees. He welcomed Sandy Edwards and expressed happiness that she has joined the Board.

Director's Verbal Report:

Director Carol Mueller also wanted to welcome Sandy Edwards. Director Mueller remarked that Sandy Edwards took the initiative before their orientation meeting and did her homework, reviewing all of the resources provided as well as the full website. They had a delightful time together and she thanked Sandy Edwards for taking the time.

Director Mueller reminded those attendees that the Library is hosting Pam William's family next week to share stories and memories of Pam. There will be photographs and mementos to share,

as well as light refreshments. She wishes to show Jim Boyle, Pam's brother, the mosaic and the historic photo installation, which were two projects that Pam was most excited about.

Tonight, we have a lot of activity at the Library, with Eric Litwin presenting a program. Author Daniel Silva will be coming to West Bloomfield and their library generously gave us 100 tickets for the program in July 13, 2017. All tickets have been claimed and there is a waiting list. We are grateful to West Bloomfield Township Public Library and their generosity

The Library is offering more programs outside of the building and into the community. There is a new program in partnership with Mex, called "Trivia Nights at Mex." There is a whole series of classes at Bloomfield Township Senior Center, with book talks, Tuesday Trivia, and "Cutting the Cable Cord," among other offerings. We are pleased with our strong connection with the Bloomfield Township Senior Center.

The summer kickoff open house took place on Monday evening, June 19. There are buttons, bookmarks, and forms to take part in the Summer Reading Program. In the gray folder, there is information so Trustees can participate in the Summer Reading Program.

The Library has been doing a lot of work with the Local History Collection, a collection that is unique to the Bloomfield Township History. Much of the focus is on homes and families of Bloomfield Township. We currently have a "Virginia Lee Smith" file started. Laney Tobin and John Marshal, Bloomfield Historical Society volunteers, documented the *Century Houses of Bloomfield Township* and their research was bound into a book that is now a part of the Local History Collection. A scanned copy is available on our website. The Bloomfield Historical Society newsletter, *Legacy*, has also been bound, which is done every ten years.

Phase II of the historic photo project has been installed this past week.

The garden bed to the west of the entrance was installed today.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Ed Niemchak, Adult Services Librarian, and Staff Organization Committee Representative and Klaren Gerhart, Bloomfield Township Resident.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Periodical Bid

Director Carol Mueller said this is process we do every year and she wishes to thank Ed Niemchek and Tera Moon for their hard work. Tera Moon explained that it was a challenging process this year.

Each year the Library releases a request for periodical subscription services proposals. Tera Moon and Adult Services Librarian Ed Niemchak worked together to conduct the bid process for 2018 library periodical subscriptions. A request for proposals was mailed to seven companies – Basch Subscriptions, Inc., EBSCO Information Services, LM Information Delivery, Magazine Subscription Service Agency, Popular Subscription Service, Rivistas Subscription Service, and W. T. Cox Information Services – posted on the Library website, and available at the Welcome Desk.

Ed and Tera thoroughly analyzed all five proposals received. They narrowed focus to two companies: LM Information Delivery and W. T. Cox Information Services because they had the most complete proposals, the most titles and other services.

W. T. Cox Information Services is our current serials vendor. They submitted a proposal for periodical subscriptions of \$29,105.01, the second highest bid received. W. T. Cox is able to provide all the titles we requested plus meet all of our service requirements. This Library has used W. T. Cox since 2006 with the exception of one year during which a different vendor was used. Our experience with W. T. Cox's service during these years has been very good. The customer service representative is easy to work with and responds quickly to all our inquiries. References contacted indicate that W. T. Cox Information Services delivers quality service in a timely manner. For these reasons, it is the recommendation of Administration and Adult Services that we accept the bid from W. T. Cox Subscriptions, Inc. for periodical subscriptions in 2018.

Group A is the newspapers, magazines, and other periodicals that get processed quickly by technical services Group B is the financial and health newsletters (i.e. kiplingers, Harvard health newsletters).

Judy Lindstrom had the suggestion that our next newsletter have a short article about our extensive periodical collection. The Library has approximately 460 periodicals. All suggestions for periodicals are reviewed. We have only one copy of each magazine. The Library stores the current year and previous year, but other issues are recycled. There are about 50 less titles than we used to receive, due to changes in publications.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska **TO APPROVE AWARDING THE 2018 LIBRARY PERIODICALS SUBSCRIPTION SERVICE BID TO W. T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

Ayes: Edwards, Gerhart, Greenbaum, Deska and Lindstrom

Nays: None

MOTION CARRIED

Public Copiers Change in Bid Award

Director Carol Mueller recapped a discussion about the copier services that took place in November of 2015. Applied Imaging has been great to work with and they recently replaced

two of our old staff copiers. We are proposing the company more than the copier.

On November 17, 2015, the Library Board approved the award of bid for copier services to Applied Imaging for Canon copiers for staff and patron use. At the time of the bid award, we were informed that Canon would be providing the coin/card vending interface to work with our new Canon copiers for public use. This interface is important in determining the correct amount charged for either a black and white copy or color copy.

In February, 2016, Applied Imaging provided two Canon copiers to replace older copiers in Library Administration and the staff work area. At the time of the February, 2016 purchase of staff copiers, the Canon copier interface still was not available so we delayed purchasing the six public copiers. As of this date, the Canon copier interface is not available with no expected release date projected.

We now feel it is best for the Library to move on from waiting for the interface to be developed for the Canon copiers as approved by the Library Board in November, 2015. Our recommendation is to purchase six Ricoh copiers for public use instead. Applied Imaging can supply and service Ricoh copiers also. Our experience with Applied Imaging over the last year has been very good.

While we had a slight preference for Canon copies for their copy crispness and clarity, Ricoh is a fine copier also. Ricoh copiers are in use in the Library's public areas currently so the change to new Ricoh copiers will be rather seamless. Finally, we are certain the appropriate interface for Ricoh copiers to work with our coin/card vending equipment exists as these are currently in place in the Library and working well.

Our proposal is to change the November, 2015 bid award from purchasing 2 Canon black and white copiers and 4 Canon color copiers for public use from Applied Imaging to purchasing 6 Ricoh color copiers from Applied Imaging. Offering copiers in our public areas that offer black and white copies and color copies on the same machine enhances our public service as it is less confusing for patrons and offers a bit more convenience.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **TO AMEND THE NOVEMBER 17, 2015 BID AWARD TO PURCHASE RICOH COPIERS IN PLACE OF CANON COPIERS FROM APPLIED IMAGING, 46620 RYAN COURT, NOVI, MICHIGAN, 48377**

A vote was taken for approval of the motion.

Ayes: Edwards, Gerhart, Greenbaum, Deska and Lindstrom

Nays: None

MOTION CARRIED

OTHER:

Eli Greenbaum would like to review Committee assignments, but would like to hear from the

Trustees regarding which Committee they wish to participate in. A vice-president is also needed, and if no one volunteers, one will be appointed.

Judy Lindstrom admired the Goldner Walsh entrance arrangement that was just installed, remarking that they made a good selection of plants for the location.

In July, we will have a Library Board photo after the meeting.

Next Board Meeting will be Tuesday, July 18 at 7 p.m.

At 7:34 P.M. President Eli Greenbaum adjourned the meeting.

Submitted by:

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

Judy Lindstrom, Secretary