

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 18

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, Sandra Edwards, Grant Gerhart, Eli Greenbaum, Joan Luksik, and Judy Lindstrom.

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

Guests: Jamie Jasper, Adult Services Library Science Intern, and Staff Organization Committee Representative (SOC); Dustin Schuiling from Abraham & Gaffney P.C.; Matt Whittey and Ed Schwartz, from Schwartz & Co.,

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum reported that we have a packed agenda for this evening and thanked Assistant Director Tera Moon for reminder about the Board photograph.

Director's Verbal Report:

Director Carol Mueller said that flooding issues are still on our report. A strong storm rolled through Bloomfield Township on the morning of July 10 and there was a small amount of water in the basement Maintenance Workshop, the Friends' room, and the restroom hallway. There were strong storms again later in the week, but the flooding issues did not persist. This shows that we have to do a little more investigation. If we didn't have the new storm water lines, the lower level would most certainly be underwater.

Director Mueller was sad to report that Pat Miotke, our Friends of the Library volunteer and

historian, passed away earlier this month.

She wanted to publically thank the West Bloomfield Library for the one hundred tickets to the Daniel Silva event. They were in high demand and we had a waiting list.

Advocacy does work. There has been discussion of defunding the Institute of Museum and Library Services at the federal level. The advocacy has paid off, because the funding will remain level at this point in time, with no increase or decrease. There are more hurdles to get through, but this is an important step that the Appropriations Committee voted for level funding.

This afternoon, Carol Mueller received a delightful phone call from a patron wanting to talk about how wonderful the Adult Services Library staff is, commenting that “it doesn’t cost anything to be kind.” She concluded by saying “I needed to throw them a party.”

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed the guests, Jamie Jasper, Library Science Media Intern, and Staff Organization Committee Representative (SOC); Dustin Schuiling from Abraham & Gaffney P.C.; Matt Whittey and Ed Schwartz, from Schwartz & Co.,

Jamie Jasper reported that the SOC had reserved the date of December 3, 2017, for the Library Holiday Party. The casual day funds from July and August will go to the Oakland Literacy Council.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Audit Report

Carol Mueller expressed her thanks to Sandi Bird, our Finance Coordinator, for her very detailed work and extremely careful management of our financial records all year long. The auditors commended the Library and stated that they have given the Library Board a clean opinion as there were no journal entries needed and there are no areas of concern. Dustin Schuiling from Abraham & Gaffney P.C. presented the Independent Auditor’s Report and Management Letter to the Trustees. The on-site audit work went very smoothly. We received a favorable report from Abraham & Gaffney for FY 2016-2017.

Investment Review

Matt Whittey and Ed Schwartz, from Schwartz & Co., provided an overview of Library investments. They answered questions regarding Library investments. Recommendations to change Library investments will be reviewed by the Investment Committee.

FY 2016/2017 Annual Report

Carol shared the Annual Report with the Trustees. She stated that it is truly a pleasure to review the previous year’s activities. Carol thanked Tera Moon for preparing the report and the Library Department Heads for submitting their summaries of the year’s activities in their respective

departments. The Annual Investment Report was also presented to the Trustees. The report compared our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances.

Director Carol Mueller reported that FY 2016/2017 was packed and gave an overview of the report. The Library received a wonderful gift of art in the Conant Elementary School mosaic piece that was unveiled to the public in September. A sweet time was had by all at the Library's first-ever read-a-thon and Fall for Dahl event. Late in the year, a photo contest opened, encouraging Bloomfield Township residents to capture the joy of reading, libraries or books in a photograph. New programs were added, such as a Sensory Story Time for adults and teens with special needs and an informative session explaining what it means to "cut the cable cord" and stream entertainment through services like Netflix. Jen Taggart created "social stories" that help prepare children with special needs for a visit to the library, and a special needs family fun night provided an anxiety-free way to visit the Library. Youth Services Department Head Marian Rafal was honored with the Frances H. Pletz award which is given annually to a library staff person for excellence in service to youth. Jen Taggart has continued to be recognized for her work with special education resources. Staff continue to strive to outreach into the community, with programs at Mex, the Bloomfield Township Senior Center, and other spaces. We've strengthened our relationships with the Bloomfield Historical Society with the Afterglow. We lost a member of our library family when long-time Library Trustee Peggy Cohen passed away on July 31, 2016. In September, we warmly welcomed new Trustee Tom Deska to the Library Board.

The Annual Report will be posted on our website and will be distributed to the Friends Board and to any guests attending the July 18 Library Board meeting. The complete Annual Report notebook will be available to browse in the Director's Office. This notebook contains not only the library-wide report, but reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator, and Department Heads, plus photos, media coverage, and much more. We have previous annual reports from past years in our archives.

Many thanks to Assistant Director Tera Moon for preparing this report and to all Library Department Heads for submitting their summaries of the year's activities in their respective departments.

Upon discussion, a motion was made by Sandra Edwards, seconded by Judy Lindstrom
ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2016/2017.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Board Officers and Committees

Eli Greenbaum announced that Judy Lindstrom is stepping into the Vice-President Role and Tom Deska will be the new Secretary.

OTHER:

Judy Lindstrom mentioned it would be good to know if any Trustees are out of town in the coming months in order to make Quorum. Quorum is four Trustees.

Next Board Meeting will be Tuesday, August 15 at 7 p.m. The Myers Scholarship will be presented at 6:30pm.

At 8:19 P.M. President Eli Greenbaum adjourned the meeting.

Submitted by:

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

Judy Lindstrom, Secretary