

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 19

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by Vice-President Judy Lindstrom.

Present: Trustees: Tom Deska, Sandra Edwards, Grant Gerhart, Joan Luksik, 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 (SOC); Jen Taggart, Youth Services Librarian; Marianne Abdoo, Technical Services Department Head, and Anastasia Abdoo, Myers Scholarship Winner

Upon discussion, a motion was made by Joan Luksik, 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, Edwards, Gerhart, Luksik, and Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

Vice President Judy Lindstrom announced that three people have now celebrated their one year anniversary with the Library: Board Secretary Tom Deska, Finance Coordinator Sandi Bird, and Director's Secretary Linden Godlove. Vice-President Lindstrom remarked that her brother has attended the National Book Festival, founded by Laura Bush, since its inception. It took place originally at the Lawn of the Mall and 100,000 book lovers joined this festivity. He was able to get the last ticket for the David McCullough speech and said the author "spent the end of his speech putting in a plug for the Library of Congress and the contribution of libraries to the America's Greatness. 'Whenever you're feeling down about the state of America, remember that we have more libraries than Starbucks.'"

Director's Verbal Report:

Director Carol Mueller requested that the Trustees check their grey folders for important information on the Friends of the Library for the Trustee Reference Manuals.

Tomorrow is the tree planting in memory of Trustee Pamela Williams, which is a gracious gift from

her friends from first grade. It will be a bittersweet moment, but a lovely Golden Dawn Redwood tree will be planted near the other redwoods along Timberlake Road.

Director Mueller announced that she had some wonderful patron comments to share. The Library had a wonderful concert on Friday, September 18, when Tom Sharpe, of Manheim Steamroller, performed. One commenter remarked that it was a “fantastic evening with an incredible musician...great to see attendees across several generations.” The August Library Board meeting was just before the solar eclipse party on August 21--what a day that was! The Library received a long comment praising “...the outstanding, fast, friendly and efficient service I always get at the Library without fail.” On a typical day at the Library there are about 1,000 visitors, however the Library had 1,880 guests that day and everyone did their best to make all guests comfortable. We ran out of solar eclipse glasses in about 45 minutes.

Carol called on Jen Taggart, the Library’s resident expert on special needs and the Youth Services Assistant Department Head. Jen has worked with the Library for over 16 years and has been a Youth Services librarian for almost 19 years.

In 2007, Jen was inspired after reading an article about the Friends of the Troy Public Library purchasing adaptive toys for a special needs collection. She considered the needs of her own son, who was receiving special needs education and brought home lots of special needs items. She realized that materials like these could be made into a library collection that could circulate. She proposed a multi-media collection. The Friends generously gave \$10,000 to start up that collection. Jen Taggart met with several therapists, teachers, and educators in the Bloomfield Township school district and discussed what was needed in the community to reach out to the families. Together, they devised major components to collection: adaptive toys, speech therapy boxes, and more. The grand opening of that collection was in January of 2009. From that collection, they have developed adaptive programs and workshops, including a sensory story time for teens and adults with Adult Services Librarian Ed Niemchak. They have collaborated on outreach to Wing Lake Developmental Center, reaching youth with profound disabilities. The latest edition to the Youth Services Area is the inclusive technology section. The Friends of the Library funded this station that is geared towards special needs of all ages. It is a desktop station with all the software that is on the other stations, but additional software and an active seating stool.

CONSENT AGENDA MOTION:

Upon discussion, a motion was made by Joan Luksik 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, Edwards, Gerhart, Luksik, and Lindstrom

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public: Vice-President Judy Lindstrom welcomed Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC).

Ed Niemchak shared that he and Jen Taggart are presenting a program at the Michigan Library

Association conference on October 19 about the Adult and Teen Special Needs Program--how to identify potential audiences and the difficulties in finding the audience, as well as details about the program itself. The Library is unique from other local libraries by offering these programs and resources.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Annual Policy Review

Director Mueller thanked the Policy Committee: Grant Gerhart, Eli Greenbaum, and Joan Luksik.

Each year, the Policy Committee meets to review all Library Board approved policies to ensure these are update to date and continue to meet library needs. While the Policy Committee did not have any recommended changes to Library Board approved policies at this time, there are two financial procedures that do need Library Board review: the Credit Card Resolution and Purchasing Guidelines.

Credit Card Resolution and Guidelines

The Library's Credit Card Resolution was adopted by the Library Board in January, 1999 and reviewed and revised in June, 2007. While there are no recommended changes to the resolution itself at this time, this is a good opportunity to review our credit card guidelines with the Library Board. Our Finance Coordinator, Sandi Bird, updated the credit card guidelines slightly to include the individual names of current credit cardholders and changed the format of these guidelines from a question and answer format to guidelines.

Upon discussion, a motion was made by Sandy Edwards, seconded by Grant Gerhart, **TO ACCEPT THE GUIDELINES FOR CREDIT CARD USE AS PRESENTED TO PLACE ON FILE IN THE LIBRARY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Purchasing Guidelines

The Library's purchasing guidelines have not been updated, as far as we can tell, since 1998. At that time, the Library's purchasing guidelines generally followed Bloomfield Township's purchasing guidelines. Their guidelines were updated in 2005 to reflect new levels for requesting quotes and for when a formal bidding process is required. The Library would like to update its purchasing guidelines at this time to adjust for inflation and reflect appropriate amounts for getting quotes and publishing bids due to the higher costs of items.

Director Mueller is grateful to have our purchasing guidelines expanded and clarified and the bid amount increased slightly.

Upon discussion, a motion was made by Tom Deska, seconded by Sandy Edwards, **TO**

**APPROVE THE LIBRARY PURCHASING GUIDELINES AS PRESENTED EFFECTIVE
SEPTEMBER 20, 2017.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards gave a Friends meeting report, declaring it as “always a lively meeting”. During the Friends Meeting, the Tribute Concert in memory of Larry Sabbath on Friday, December 8 was reviewed. Also discussed were the dates for the Sunday Book Sale and magnetic calendars. The Friends partnerships with Detroit Impact Center and the Corunna Public Library will continue. They will add a partnership with the St. Vincent De Paul Ladies of Charity, to which they are giving books to put in holiday baskets. The next meeting is October 4.

Judy Lindstrom shared that Director Mueller invited her to discuss the gardens that surround the building. “Linda’s Garden” is the one in a round circle by the Library entrance. Judy Lindstrom recommends transforming it into a four season garden, which changes with every season. Urns will be placed around the garden, rather than the trash bins, with flowering shrubs in them.

Joan Luksik commented that in a conversation, her companion asked, “Why do we need a library when we have google?” and Joan shared about our Library, the special needs programs, the other Library programs, and her companion was rather floored.

Next Board Meeting will be Tuesday, October 17 at 7 P.M.

At 8:08 P.M. Vice-President Judy Lindstrom adjourned the meeting.

Submitted by:



Tom Deska, Secretary