

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, October 17**

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

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

**Guests:** Jamie Jasper, Library Science Media Intern, and Staff Organization Committee Representative (SOC); Joellen Earl and Jaymes Vettraino, from GovHR

Upon discussion, a motion was made by Joan Luksik, seconded by Judy Lindstrom **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, Greenbaum, Luksik, and Lindstrom*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Eli Greenbaum commented that there will be presentations. We have two guests, Jaymes Vettraino and Joellen Earl of GovHR. November is a time for elections and nominations.

**Director's Verbal Report:**

Director Carol Mueller reported that the Friends of the Library at the October meeting approved all thirteen items on the Library's Wish List totaling over \$29,000. Many, many thanks to our Friends. This is National Friends of the Library Week and we have a poster in the Lobby expressing our gratitude to our wonderful Friends.

September was National Library Card signup month and we had a promotion for this. Usually around 300 new and updated library cards are issued each month. In September, 2017, due to our library card promotion, 578 new and updated library cards were issued. Our initiative had an impact.

Director Mueller received a message from one of the librarians that a patron was in and really wanted to talk to the Director. The patron was highly complementary of this Library and the library board. To use his words, he was "...blown away by how beautiful this library is, how fantastic the

terraces are—you have put together the best library in the state, in his opinion.”

The Director reminded the Trustees to look in their grey folders, where there is a Holiday Party invitation from the SOC. There is also a bookmark announcing the special concert on December 8 in memory of Larry Sabbath. The Director presented two Library building renderings from the 1960s and 1980s that were recently framed in memory of Pamela Williams, with gift funds from Township Clerk Jan Roncelli. The renderings will be hung in the Community Room on the North Wall. It was bittersweet because this was the last project that Pam worked on.

### **REGULAR AGENDA:**

***Call to the Public:*** President Eli Greenbaum welcome Jamie Jasper, Library Science Media Intern and Staff Organization Committee Representative (SOC).

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### ***11a Library Compensation and Classification Study***

Tonight we have our report from Joellen Earl and Jaymes Vettraino, from GovHR.

Joellen Earl wanted to make all aware that the staff really helped so that they had all the information needed to make the report. She remarked that the staff is really terrific. She then shared a slide show to present the information compiled. There was much discussion on the aspects of this classification.

#### ***11b Space Needs Assessment Bid Recommendation***

Carol Mueller thanked Tera Moon, our assistant director, for coordinating this process. It is one of the Library's goals to provide spaces for the varying needs of the community. We're trying to fine-tune the building to make it perfect. This is what we are asking of the consultants we are working with.

Since the 2008 library building renovation, it has become clear that some spaces in the Library need to be re-evaluated. Some spaces are under-used; some spaces are used differently than originally intended. In addition, changes in technology and in our community have resulted in a need for more seating, more electrical outlets, and a tension between active and quiet uses of the Library. During the process of writing the Library's 2016-2020 strategic plan, the need to re-evaluate spaces was identified as a priority. The resulting goal is to provide an attractive easy-to-use and flexible facility and grounds that meet a variety of users' needs. Two staff work teams were tasked with considering our space and wayfinding needs. After much discussion and research, both teams recommended a consultant be hired to conduct a space and wayfinding needs assessment.

In July 2017, a request for proposals (RFP) for a consultant to provide space needs assessment services to the Library was released with an August 18 deadline. Five proposals were received in response to the RFP. The five responding firms are:

- Aaron Cohen Associates – Croton-on-Hudson, NY
- dPop – Detroit, MI
- FTCH – Grand Rapids, MI
- Kimberly Bolan & Associates – Zionsville, IN
- Quinn Evans Architects – Ann Arbor, MI

The proposals were reviewed by Administration, the Building and Grounds Committee of the Trustees, and staff who worked on the strategic plan work teams. The staff on the teams also reviewed these proposals as well.

Aaron Cohen Associates and FTCH were eliminated because quoted fees were beyond the Library's budget. Three of the five firms, dPop, Kimberly Bolan & Associates (KBA), and Quinn Evans Architects, were invited to the Library for an interview. After the interviews, dPop was eliminated due their lack of public library design experience. Kimberly Bolan & Associates has a lot public library experience and worked with the Library on the most recent strategic planning process. Principal Kim Bolan is a librarian with a talent for interior design and has worked with public libraries around the country on space needs assessments and other design projects. While KBA knows trends in public library use and design, and would offer innovative possibilities, they are a small firm with no architect on staff.

Quinn Evans Architects is a large, local architecture and design firm with many public library design and building projects in its portfolio. The architect on this project is James Mumby, who was the lead architect on the 2008 library building renovation under the auspices of Fanning Howey. Mr. Mumby offers a historical perspective on the Library's design and many years of experience designing public libraries and other public buildings. Mr. Mumby sees this project as a unique opportunity to revisit a previous project with the intent of understanding what didn't work and improve upon it. Geraldine Drake is the lead interior designer on this project. Ms. Drake brings many years of experience designing healthy interiors for Beaumont Health and public library design experience. Ms. Drake is a leader in educating public buildings on the benefits of using healthy furnishings and is committed to a collaborative approach to design. All three references were glowing.

Administration recommends awarding this bid to Quinn Evans Architects. We feel this firm can provide the project with the unique combination of historical perspective and a fresh approach to design.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart **TO APPROVE AWARDING THE SPACE NEEDS AND WAYFINDING CONSULTANT SERVICES BID TO QUINN EVANS ARCHITECTS, 219 ½ NORTH MAIN STREET, ANN ARBOR, MI 48104.**

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

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

*Nays: None*

**MOTION CARRIED**

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

No discussion at this time.

**OTHER:**

Sandy Edwards provided a Friends meeting report.

Judy Lindstrom remarked the new plantings in the Linda's Garden have been implemented. It is a bit different from her vision, but "it's growing on me."

Eli Greenbaum will be contacting everyone regarding the Board Nominating Committee and Board appointments.

Next Board Meeting will be Tuesday, November 21 at 7 P.M.

At 8:13 P.M President Eli Greenbaum adjourned the meeting.

Submitted by:

A handwritten signature in black ink that reads "Tom Deska". The signature is written in a cursive style with a large, sweeping initial 'T'.

Tom Deska, Secretary