

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, November 21

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, and Joan Luksik

Administration: Library Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove

Guests: Killian Weston, Youth Services Librarian, and Staff Organization Committee Representative (SOC); Quinn Evans Consultants Geraldine Drake and James Mumby; Steve Ballanga, Bloomfield Township resident

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, Greenbaum, and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum said "we have much to cover, so I will keep my comments short."

Director's Verbal Report:

Director Carol Mueller reported that next week, we will have our test tile installed in the lobby. It will be in the same rectangle as our previous test tile was installed. We will have a poster requesting feedback from visitors. The previous tile was deemed too slippery and some chipping occurred. Rewald is overseeing this work and it will be installed after hours, so that library business is not disturbed.

There is a very special Library Concert , on Friday, December 8, in memory of Larry Sabbath, a dedicated Friends volunteer who passed away over a year ago. We are honored to have Professor Harding on piano and his colleague Aaron Berofsky on violin. We hope you can come.

This is a reminder that this is Thanksgiving week and the Library is closing early on Wednesday and will be closed on Thursday.

In this season of thankfulness, I am so thankful to be a part of this wonderful library and thankful

to you, the Library Board of Trustees, for being such great stewards of this library and its resources and ambassadors in this community.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Killian Weston, Youth Services Librarian and Staff Organization Committee Representative (SOC), and Bloomfield Township resident Steven Ballanga.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Space Needs and Wayfinding Study

Geraldine Drake and Jim Mumby, our Space Needs and Wayfinding Study consultants from Quinn Evans, provided a presentation of the Library's Space Needs and Wayfinding Study. They gave an overview of the process and answered questions regarding this study.

11b Proposed Bylaws Addition

The Policy Committee conducted its yearly review of the current approved Library policies in August, 2017. At that time, the Committee also discussed other topics including attendance at Library Board meetings. At a subsequent meeting in October, the Committee recommended revising the Bylaws of the Library Board of Trustees to include a new section 8 under *Article 3 – Meetings* regarding meeting attendance. The new section that is proposed states:

Section 8 - Regular attendance at board meetings is essential. The Library Board President and the Library Director should be notified in advance if attendance is not possible. A trustee who misses meetings frequently may not completely understand the issues at hand and valuable meeting time can be lost bringing that trustee back up to speed. An uninformed trustee cannot make the best possible decision when it comes time to vote. A successful library board needs every trustee at every meeting. A trustee who has difficulty in regularly attending meetings may wish to seek other opportunities to help the library rather than serving on the library board.

This proposed section adds clarity to what expectations are for Trustees and attendance at meetings. With two vacancies on the Library Board within one year, this clarity would be helpful for potential applicants to know when considering applying for any future vacancies on the Board.

Upon discussion, a motion was made by Tom Deska, seconded by Joan Luksik **TO APPROVE THE REVISED BYLAWS OF THE LIBRARY BOARD OF TRUSTEES ORIGINALLY APPROVED BY THE BOARD OF TRUSTEES ON SEPTEMBER 6, 1963 AND AMENDED ON FEBRUARY 10, 1987, JANUARY 18, 1998, JANUARY 19, 1999, JANUARY 20, 2004, JANUARY 16, 2007, SEPTEMBER 20, 2011 AND SEPTEMBER 16, 2014.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c Election of Officers

Grant moved to discuss the findings of the Nominating Committees. Tom Deska seconded.

The current officers to serve the 2017-18 term are Eli Greenbaum, President; Judy Lindstrom, Vice President; Tom Deska, Secretary.

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandra EDWARDS **TO MOVE THE OFFICERS TO RETAIN CURRENTLY IN THEIR POSITION FOR ANOTHER YEAR.**

11d Appointment of Committees

Eli Greenbaum suggested all trustees remain on their current committees, as all have been recently appointed to them. All agreed to this.

11e Bank Signatories Resolution

With the recent changes in officers on the Bloomfield Township Public Library Board of Trustees, a resolution to approve a change in bank signatories is being presented for approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories. The resolution authorizes Library and Bloomfield Township persons to sign on behalf of the Library, issue orders for payment or withdrawal of money.

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur or when changes in the Bloomfield Township Public Officials occur.

Upon discussion, a motion was made by Joan Luksik, seconded by Tom Deska **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE NOVEMBER 21, 2017.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik inquired about check #18074 to Central Systems for the patron copy/print cards. Director Mueller explained this is the vending part of the copiers and printers, which the patrons can load with funds for their copies/prints. The library needs to purchase more cards because the individual cards have been purchased by the users.

OTHER:

Sandy Edwards shared exciting news from the Friends Meeting on Wednesday, November 1. The

Friends' partnership projects continue with the Detroit Impact Center, Corunna Public Library, the Wounded Warrior Project, and St. Vincent de Paul Ladies of Charity. The Friends are open to suggestions of organizations or agencies that can use donated materials. The Friends donated books to Corunna Public Library for their book sale and that library is using the funds raised to install new carpeting in their library. The Friends have also been reviewing their book sale banner which is hung on the corner of Lone Pine and Telegraph. Carol thanked the Friends for over \$29,000 in donated funds to support of the Library in 2017. The Friends have changed the time of their monthly meetings from 12:30 to 12:15.

Sandy Edwards attended Michigan Library Association Conference for one day, attending programs for Trustee Advocacy, Legislative Updates, and Library Policy. She passed interesting information onto Carol Mueller. She exhorted any of the Board to go to the conference next year.

Tera Moon also attended MLA and was on the planning committee. She reported it to be a "great conference; there were some good keynote speakers." Tera Moon also went to the Library Marketing and Communication Conference, a national conference in Dallas, Texas. She expressed it was good to talk to people from around the country and see what others were doing to market their libraries. "Marketing is everyone's job and everyone's responsibility. It's the job of the staff to create library ambassadors among staff, trustees, and patrons." Targeted email marking is reported to be the best trend for reaching patrons. She also learned of other libraries' procedures for marketing that our library might be able to utilize.

At 8:24 P.M. President Eli Greenbaum adjourned the meeting. Next Board Meeting will be Tuesday, December 19 at 7 P.M.

Submitted by:

A handwritten signature in black ink that reads "Tom Deska". The signature is written in a cursive, flowing style.

Tom Deska, Secretary