

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 19, 2017

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, Judy Lindstrom, and Joan Luksik

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

Guests: Ed Niemchak, Adult Services Librarian, and Staff Organization Committee Representative (SOC); Joan Wu, Systems Department Head, and Steve Balaga, Resident of Bloomfield Township

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

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum would like to thank the SOC for an incredible holiday party and acknowledge the great work you did in bringing everyone together. It is not often that staff, Board, Friends, volunteers, and everybody gets together and "I thought it was terrific." Everything was very well done. President Greenbaum also remarked on the 100th Birthday of Virginia Smith on Saturday, December 16, which was quite an event. Many family and friends were there, and someone even attended in a tuxedo. It was a great time and it was wonderful to see Virginia so spirited.

We seem to have some problem with scheduling meetings. Please get back to the meeting organizer as soon as possible so we can eliminate too many communications and resolve scheduling.

Director's Verbal Report:

Director Carol Mueller reported the library had new lobby test tile installed a couple of weeks ago. The new tile is higher than our current slate floor, which causes concern of being a hazard for tripping. She encouraged the Trustees to take a look and convey their thoughts. We have some

early closings and holiday closings scheduled, including an early closing on Friday, December 22 due to electrical updates. The Library has had great success with some library resources and programs. Over 200 guests attended the Library Chamber Concert on December 8 in memory of Larry Sabbath, to the extent that one attendee wanted to petition for Professor Harding to return. The Sabbath family was very pleased with the concert and gave heartfelt thanks. Our vitality kits collection draws attention near and far, with a request from the state of Washington, wanting to know more about the collection and programs. Jen Taggart and Ed Niemchak were recently invited to the Special Needs Storytime at the Michigan Science Center. Our Gale online courses are well used. Most recently, we had 48 patrons complete 104 courses in a six week session. The most popular courses are MS Excel and courses on stocks and bonds.

We recently had our informational panel for our historic photos installed. There was a special edition of the accompanying information sheet that celebrates Virginia Smith on her birthday. There will be a permanent holder installed for these soon. We had our 2017 photo contest “Best in Show” selection installed in the staff area. Director Mueller offers warm wishes to all of you for a wonderful holiday.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC), Bloomfield Township Residents Barbara Bloom and Steve Balaga, and Joan Wu, Systems Department Head.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Meeting Room AV Upgrade Bid Award

Director Mueller would like to thank Joan Wu, our Systems Department Head, for her hard work in the process. We have had the technology in our meeting rooms for ten years. Our bid process was very vigorous. If anyone wishes to review the request for proposals as well as the proposals received, please let Carol know.

Bloomfield Township Public Library released a request for proposals (RFP) on November 3, 2017 to upgrade the audio visual equipment in our library meeting rooms—Board Room, Meeting Rooms 1, 2, and 3, Story Room, and Staff Conference Room.

RFPs were distributed to a list of over 400 potential contractors and plan houses, posted on the library’s website and made available at the Library’s Welcome Desk. A pre-bid meeting, including a library site tour, was held on November 9 and attended by seven interested bidders representing five companies.

The deadline to receive bids was Tuesday, November 28, 2017 at 2:00pm. Three bids were received and publicly opened at 2:01pm on November 28, 2017. Bids were received from AVI-SPL, MOSS, and TEL Systems. All three companies offered qualified and compliant bids. Based on our analysis, we recommend awarding the bid for our meeting room audio visual upgrade for the Bloomfield Township Public Library to TEL Systems.

Upon discussion, a motion was made by Tom Deska, seconded by Joan Luksik **TO AWARD THE BID FOR AV UPGRADE FOR THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO TEL SYSTEMS, 7235 JACKSON ROAD, ANN ARBOR, MI 48103.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b PA 152

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year. The Library Board approved the hard cap option in 2011, 2012, 2014, 2015 and 2016. In 2013, the Library Board approved the 80/20 option.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, because it provides a lower health care cost for library employees with family plan medical coverage, and represents a cost savings to the Library of approximately \$2,500. The Personnel Committee supports this recommendation.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2018.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c Director Evaluation

December is traditionally the time of year when the Personnel Committee asks for your input on the Library Director's performance during the past fiscal year.

This year, the format has been slightly revised. The evaluation process will begin with a report from the Library Director to the Board summarizing her activities during 2017. The report, as well as the Director's evaluation form, will be sent to you in early January. The form will be a Word document which you can print out or complete online. The completed evaluation form needs to be returned to the Personnel Committee by January 16, 2018.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards shared the Friends book sales revenues, which are keeping pace with last year.

The revenue from the November Book Sale was \$3,700, with an additional \$1,600 from the Library Shop. March has been designated as reading month in the Detroit Public Schools and the Friends will be collaborating with the Foundation to give them books. They have purchased a new sign advertising the Book Sale, which will be on the corner of Lone Pine and Telegraph Roads during the Book Sale. They will be working on their annual report. At the last meeting, Carol presented the new Wish List on behalf of the Library with 12 funding requests. The Friends will give a report on what they will support.

President Greenbaum encouraged the Board to convey their appreciation to the Friends of the Library.

At 7:37 P.M. President Eli Greenbaum adjourned the meeting. Next Board Meeting will be Tuesday, January 16 at 7 P.M.

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