

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 16, 2018

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: Killian Weston, Youth Services Librarian, and Staff Organization Committee Representative (SOC); Geraldine Drake and Jim Mumby of Quinn Evans, and Barbara Bloom, 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 announced that Library Friends volunteer Virginia Smith was recently honored by the Daughters of the American Revolution (DAR). She will receive a Community Service Award on behalf of the community and the DAR.

Director's Verbal Report:

Director Carol Mueller reported that a pipe burst sometime on the evening of Friday, January 5 or the morning of Saturday, January 6. A water main broke and the lower level was flooded. Facility Services Maintenance Assistant Kathy Hotson acted quickly when she discovered the issue and worked hard to remedy the situation. Actions were taken for the water to be shut off and water remediation was started immediately to ensure as little damage as possible. The library has made an insurance claim and we are gathering our losses. All carpeting has dried out successfully and there is no mold or mildew. This is a tipping point for the lower level and Director Mueller wishes to work with Quinn Evans to revisit the space for renovations of the flooring and wall covering. Director Mueller expressed gratitude to our Facilities staff, "Kathy Hotson, who went right to it" and Facility Services Department Head Joel Dion, who was off that day and came in to address the issue.

The program for the upcoming Chamber concert is included in the Trustee's folders.

Every other year this library presents a special program called "Adaptive Umbrella," a workshop for adults working with youth who have special needs. Bloomfield Township Public Library is well-known for this program and people come from across the state to attend. The Friends provide generous support in funding for this workshop and it will take place on Wednesday, April 25. Geraldine Drake, Quinn Evans Interior Designer, will be one of the presenters of this program, speaking about "Sensory Friendly Spaces and Universal Design."

MeLCat (The Michigan Electronic Library) just celebrated their 13th year. The service went live on January 10 2005. The first patron to use the service was from West Bloomfield and requested a knitting book, which was filled by Bloomfield Township Public Library.

In recognition of Martin Luther King, Jr. Day, our Youth Service staff is requesting that patrons share their dream with the library. Enclosed in the gray folder is a paper circle, upon which the Board can write their dreams, which will later be posted in the Youth Services department.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Killian Weston, Youth Services Librarian and Staff Organization Committee Representative (SOC), and Geraldine Drake and Jim Mumby of Quinn Evans.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Space Needs Study Presentation – Quinn Evans

Geraldine Drake and Jim Mumby, our Space Needs and Wayfinding Study consultants from Quinn Evans, provided a presentation of the study research and progress to date. They answered questions about the study and the process.

11b Fines & Fees FY 2018/2019

Director Carol Mueller reported that we are in the process of fine-tuning our budget. The Department Heads and Administration conducted our annual review of the Library's Fines & Fees schedule in preparation for completing the FY 2018/2019 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. Several changes are suggested this year for the Board's consideration to implement at the start of our next fiscal year on April 1, 2018.

This year, we are proposing a change in the number of items that can be borrowed by Birmingham residents. Currently they are eligible to borrow up to 99 items with up to three renewals, the same as Bloomfield Township residents. To be consistent with how this library handles circulation services with other nonresidents, we are proposing to change the number of items Birmingham residents may borrow from 99 items to 10 items cumulatively and with one renewal. At this time, Bloomfield Township residents may borrow up to eight items with up to four renewals at Baldwin Public Library. We currently have 1,199 Baldwin cardholders.

Also recommended this year is allowing nonresidents one renewal on items they have borrowed from Bloomfield Township Public Library if no holds exist on these items. Currently, nonresidents may not renew any items borrowed from our library. Most other libraries in our network allow one renewal or more for nonresidents. Nonresident borrowing from our library is consistently 8% or lower of all items borrowed, down from a high of 30% in 2011.

Upon discussion, a motion was made by Grant Gerhardt, seconded by Joan Luksik **THAT THE SCHEDULE OF FINES & FEES BE APPROVED AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2018.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

February 16 is the Special Library Board Meeting, with the investment review and budget review. The Library Showcase and the Director's Evaluation will take place at the next meeting on Tuesday, February 20 at 7:00 p.m.

Sandy Edwards shared a report about the Friends of the Library. Jamie Jasper attended the meeting of the Friends, on behalf of the SOC, on January 3, 2018, to thank them for their support of the Library Holiday Party. Jamie Jasper also presented the request for funding for the 2018 Library Holiday Party. The Friends voted to provide \$3,000 towards it. The Friends are taking the opportunity to review partnership with various donations. The Friends have donated almost 9,000 books to Detroit Impact Center. The next Friends Meeting is February 7.

Eli Greenbaum expressed thanks to everyone for turning in their Director Evaluations.

At 8:14 P.M. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, February 20 at 7 P.M.

Submitted by:



Tom Deska, Secretary