

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

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Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 19, 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: Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC)

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik **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 wanted to thank Judy Lindstrom for covering for him in his absence. He heard that we had a really nice response to the Myers scholarship and that it was very good to see. The committee will have a challenging time selecting the winner(s). President Greenbaum remarked that, in keeping with tradition, he is keeping his remarks very short and passing it on to our Director.

Director's Verbal Report:

Director Mueller declared that summer is here. We had a great turnout for our summer library program kickoff on Monday, June 18 with over 400 people at our event. We had over 300 children register for "Libraries Rock", the Youth summer library theme. Adult Services librarian Shayna Houghton talked to over 75 people and registered 19 teens and 20 adults. There are many activities and special concerts, among other programs, for all to enjoy.

Notice Linda's Garden and the new urns that are now installed in front of the entrance. Linda was a beloved Adult Services Department Head and the Library received many donations in her memory. Linda's Garden was established in her memory with these gifts.

The used equipment sale was a great success. The Director expressed thanks to Assistant Director Tera Moon for her hard work coordinating this sale and the assistance of Finance Coordinator, Sandi Bird, Systems and Facility Services staff for moving everything in and out of the Community Room. Tera Moon shared anecdotes about the happy Bloomfield Township residents who enjoyed the sale. The Library earned just over \$1,000.00 in sales.

Throughout the Library, you will notice large story boards which are pages from a children's book, *The Jazz Man*, sponsored by the Library of Michigan. Please take the opportunity to enjoy this when you have the time. It features braille as well as print words and illustrations.

Director Mueller announced that our Adult Services Department Head Ann Williams is retiring on August 1, 2018. We wish Ann all the best and smooth sailing. We hope to have a new Adult Services Department Head in place by October 1.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC).

Ed Niemchak wanted to share information about Adult Services personalized reading recommendation service. This is a new service for patrons who wish to have a librarian recommend books to read based on information the patron provides.

UNFINISHED BUSINESS:

10a Library's Strategic Plan Review

At the previous library board meeting, we had a wonderful update of the Library's strategic plan from Assistant Director Tera Moon. There was a discussion of having a brainstorming meeting in the fall. The Trustees requested to see if there are questions that they should entertain. It was decided that at the October 16 Library Board meeting, Assistant Director Tera Moon will provide a strategic plan update and propose questions to get the Library Board thinking and brainstorming about the future for Bloomfield Township Public Library.

NEW BUSINESS:

11a 2019 Serials Subscription Services Bid

Each year the Library releases a request for serials subscription services proposals. Assistant Director Tera Moon worked with Adult Services Librarian Ed Niemchak to conduct the bid process for 2019 library serials services. The deadline to receive all proposals was Friday, May 11, 2018 at 4:00p.m. Proposals from three companies were received from LM Information Delivery, Magazine Subscription Service Agency, and W. T. Cox Information Services. Basch subscriptions and EBSCO Information Services declined to submit proposals. The Library received no correspondence from Popular Subscription Service. Ed and Tera thoroughly analyzed all three proposals received. After their analysis, it was the recommendation of Administration and Adult Services to accept the bid from W. T. Cox Subscriptions, Inc. for serials subscription services for 2019.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart **TO APPROVE AWARDING THE 2019 LIBRARY SERIALS SUBSCRIPTION SERVICE BID TO W. T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

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

Nays: None

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards reported about the June Friends meeting, where it was announced that Vice President Jacki Boyer resigned from the Friends board. The Friends approved ALL of the Library's wish list items totaling over \$15,000. They will donate \$55 to the Friends' garden in memory of Pat Miotke. They are considering moving the Friends Annual Meeting to an evening see if attendance is improved. They are looking for more places to donate surplus books. There will not be a Board Meeting in July.

Joan Luksik thanked Carol Mueller for reviewing the DTE Energy bill that had been increased.

Carol Mueller wished to share with the Library Board several meeting updates:

- The annual Library audit presentation is generally conducted at the July meeting, along with the annual report. There are new GASB directives regarding the pension and OPEB (Other Post Employment Benefits) plans. As the Library participates with Bloomfield Township with these plans, the Library and Township information needs to be in sync. She proposes that the audit presentation be conducted at the September Library Board meeting. There is a draft audit already prepared and the director does not anticipate any changes. In late August, the Finance Committee will review the audit before it is presented to the entire Library Board in September.
- The August Budget review session with the Library Board is scheduled for Thursday, August 9 at 11:00 a.m. Schwartz and Co. will be invited to attend this meeting to provide an overview of Library investments.
- The Building and Grounds Committee meetings need to meet regularly due to the number of building projects being planned. The next meeting is on Tuesday, July 10 at 11:00 a.m. and then on Thursday, August 23 at 11:00 a.m. at which the roof recommendations will be presented.

At 7:54 p.m. President Eli Greenbaum adjourned the meeting. The next Board Meeting will be Tuesday, July 17 at 7 p.m.

Submitted by:



Tom Deska, Secretary