

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, October 16**

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

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

**Guests:** Tim Perry, Systems Specialist and Staff Organization Committee Representative (SOC); Joan Wu, System Department Head; and Dale Bartow, Secant Technologies.

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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, Lindstrom, and Luksik*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Greenbaum wished to congratulate everyone on the "International Night of the Library" and compliment the Trustees and the staff for their hard work and collaboration.

**Director's Verbal Report:**

Director Mueller agreed that the "International Night at the Library" was perfect in every way. Many guests and staff reported that they had a lovely time. She thanked the Trustees for their hard work. Isabel Smith called to express how much she enjoyed being at the event and how delighted she was with the gift basket she won in the drawing. She promises to send a check for staff development. Everyone took care of their own area of responsibility and all of the elements combined together for an exceptional evening. The following Sunday was a Bloomfield Township open house, where the Library had a tent in the parking lot. 160 children made pumpkin hats at the table and 4 new library cards were issued. The Library has recently hired a new Adult Services Department Head – Laura Kraly. She comes from the Loutit District Library in Grand Haven, Michigan. She is currently the Adult Services Department Head in addition to managing the Local History and Genealogy Department and Public Computing area. She has good experience in a smaller library and is excited to be joining the Bloomfield Township Public Library team. The

Director looks forward to introducing her to the Library Board. Director Mueller reported that the renovations are underway and everything is moving along as expected. She reviewed samples of the new flooring, tile, and wall colors that will be installed. November 8 should be when the meeting rooms will be available. The bathrooms may be somewhat later. The Library's Youth Services department is collaborating with Cranbrook Art Museum to offer Saturday morning story times on select days. Called "Story times Listen and Learn", these are open to all at no charge. The swearing in of our new Trustee will take place prior to our November 20 Library Board meeting at 6:30pm.

**REGULAR AGENDA:**

***Call to the Public:*** Tim Perry, representing the SOC, said there was nothing to report.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a. Telephone System Bid Award**

Director Mueller introduced Joan Wu, Systems Department Head and Dale Bartow from Secant Technologies, who were present to answer questions about the Library's telephone system.

Bloomfield Township Public Library's current telephone system is over ten years old, is obsolete and no longer supported by the manufacturer. As a result, the Library worked with our technology consultant, Secant Technologies, to prepare a request for proposals (RFP) for a new telephone system. The deadline for bids for the Library's telephone system was 2:00pm on September 13. A total of two bids were received - from Sentinel Technologies and Presidio.

The new telephone system - Cisco Voice Over IP - is all about connecting with anyone, from anywhere, in a simple and effective way, at any time, on any device. This new telephone system will provide all the features of our current system and offer some exciting new features.

Joan Wu, Systems Department Head, and System staff along with our consultants Dale Bartow and Alex Ellingsen, from Secant Technologies, carefully reviewed each bid received. After this careful review, it was recommended that the bid for Library telephone system be awarded to Sentinel Technologies.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska **TO AWARD THE BID FOR THE LIBRARY TELEPHONE SYSTEM TO SENTINEL TECHNOLOGIES LOCATED AT 4220 VARSITY DRIVE, SUITE F, ANN ARBOR, MI, 48108.**

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

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

*Nays: None*

**MOTION CARRIED**

## **11b. Annual Policy Review**

Director Mueller thanked the Policy Committee Trustees Eli Greenbaum, Grant Gerhart, and Joan Luksik for their assistance in this year. The Policy Committee met on Tuesday, September 4 to review all Board approved policies to ensure these are update to date and continue to meet library needs. From this review, the Policy Committee selected two policies for proposed revisions – the Fixed Asset Management Policy and the Bylaws of the Library Board of Trustees.

Upon the recommendation of our auditor, Alan Panter, the Policy Committee reviewed the Library's Fixed Asset Management Policy at this meeting. There are several changes being proposed. First, the title of "Fixed Asset" is an old term. Changing the title to "Capital Asset Management Policy" is being proposed as the new title. Second, our auditor suggests adding a definition of what a capital asset is and the monetary value and depreciation schedule as set forth by the Government Finance Officers Association (GFOA).

In addition, the Policy Committee discussed some additions to the Bylaws of the Library Board of Trustees. Specifically, it is proposed to add a sentence that states that every Trustee should expect to serve as an officer at some point during their term and clarification of the Nominating Committee role and composition.

The Policy Committee supports the proposed changes to the current Fixed Asset Management Policy and additions to the Bylaws of the Library Board of Trustees.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **TO APPROVE THE REVISED FIXED ASSET MANAGEMENT POLICY ORIGINALLY APPROVED BY THE BOARD OF TRUSTEES ON DECEMBER 18, 2001, AND REVISED ON SEPTEMBER 18, 2007 AND SEPTEMBER 16, 2014, AND THE REVISED BYLAWS OF THE LIBRARY BOARD OF TRUSTEES AS AMENDED ON JANUARY 18, 1998, JANUARY 19, 1999, JANUARY 20, 2004, JANUARY 16, 2007, SEPTEMBER 20, 2011, SEPTEMBER 16, 2014 AND NOVEMBER 21, 2017 AS PRESENTED.**

**Sandy Edwards noted an additional grammatical error on 11b and**

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

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

*Nays: None*

**MOTION CARRIED**

## **OTHER:**

Sandy Edwards reported that the Friends of the Library approved all of the Library's Wish List requests of over \$16,000. The Friends are looking at their logo, inspired by Quest Sculpture hope to redesign and update this image. There is a new Facebook page for the Friends of the Bloomfield Township Public Library and all are encouraged to "like" their page.

Carol Mueller confirmed the Development Committee's next meeting date on Thursday, November 1 at 11:00 a.m. The focus will be on the 2019 photo contest. The next Building and

Grounds Committee meeting date has been set for November 15 at 10:30 a.m.

New business at the November 20 meeting will be an update on the Library's Strategic Plan. The board is encouraged to think about the following three questions and bring their thoughts to the November 20 meeting. Please consider: What would the Library Board like to see happen in 2020 when the current strategic plan expires? What would the Library Board like to see happen in 2024 when the current millage increase expires and the 2004 Library Improvements Project Bond payments end? What are best ways to elevate our Library from an "A" Library to an "A+" Library?

Vice-President Lindstrom remarked that the urn at the front entrance is the best Goldner Walsh has created yet.

Next Library Board Meeting will be Tuesday, November 20 at 7 p.m.

At 7:42 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, flowing style.

Tom Deska, Secretary