

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 15, 2019

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom.

Present: Trustees: Tom Deska, Sandra Edwards, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, and Joan Luksik.

Administration: Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove, and Finance Coordinator Sandi Edwards

Guests: Systems Specialist and Staff Organization Committee Representative (SOC) Tim Perry

Upon discussion, a motion was made by Eli Greenbaum, 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 Judy Lindstrom remarked about the long meeting ahead. There are many things on the agenda for 2019. She is very excited and looks forward to working with everyone. She expressed hope that all had a wonderful holiday and wished everyone happy New Year's.

Director's Verbal Report:

Director Carol Mueller also voiced the wish that all had a lovely holiday and a happy new year. She expressed enthusiasm for the upcoming projects in 2019. She thanked the Board for their support. She reported that the Friends had record breaking one day Saturday Sale, earning \$4,840.00. Jen Taggart, Youth Services Assistant Department Head, is a speaker in demand regarding the library's special needs services. She is giving a webinar on January 31 called "One Size Does Not Fit All." The Director expressed kudos to Jen for sharing her knowledge and experience with others.

REGULAR AGENDA:

Call to the Public: Tim Perry, representing the SOC, said there was nothing to report. Carol reported the Friends have approved the SOC's request for \$3,500.00 towards the 2019 Library Holiday Party.

UNFINISHED BUSINESS:

10a. Committee Appointments

The Standing Committee Appointments was reviewed by Judy Lindstrom. Judy Lindstrom was changed from the Friends of the Library Liaison to the Myers Scholarship Selection Committee and Sandra Edwards will continue her role as the Friends of the Library Liaison.

NEW BUSINESS:

11 a. Fines & Fees FY 2019/2020

The Department Heads and Administration conducted the annual review of the Library's Fines and Fees schedule in preparation for completing the FY 2019/2020 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. All items on this schedule were carefully reviewed for relevant changes to recommend. Several changes were suggested this year for the Board's consideration to implement at the start of the next fiscal year on April 1, 2019.

The Department Heads and Administration vigorously discussed again offering automatic renewals to residents this year. The service is not recommended at this time for several reasons. This idea will be discussed again in fall, 2019.

Director Mueller also reviewed other changes that will be reflected on the Fines and Fees schedule.

Upon discussion, a motion was made by Grant Gerhart, seconded by Eli Greenbaum **THAT THE FY 2019/2020 SCHEDULE OF FINES & FEES BE APPROVED AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2019.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Bank Signatories

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 needed. 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 the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Judy Lindstrom, Trustee/President
Sandra Edwards, Trustee/Secretary
Carol Mueller, Library Director
Tera Moon, Assistant Library Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer

Leo Savoie, Bloomfield Township Supervisor
Janet Roncelli, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

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 Sandy Edwards, 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 JANUARY 1, 2019.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards gave her report on the Friends of the Library. The Friends Board Meeting was held on Wednesday, January 9. Tim Perry attended on behalf of the SOC and thanked the Friends for their support of the 2018 Library Holiday Party. He also requested \$3,500.00 for 2019 Library Holiday Party. New Adult Services Department Head Laura Kraly was introduced. The Friends Board is recruiting three new members, as suggested by their bylaws. Sandy Edwards reported that the Friends had made \$3,365.00 for December book sale. The Friends reviewed the wish list requests. Wish list items will be voted at the next Friends Board Meeting on Wednesday, February 6, 2019.

Judy Lindstrom reminded all that Thursday, January 17 is the date for the Development Committee meeting and the Building and Grounds Committee will meet on Thursday, January 24.

Grant Gerhart remarked on video game rental and inquired about the library's collection.

Sandy Edwards commented that, in an effort towards advocacy, she would like to go forward to contact the new senators and representatives to visit the Library, possibly for morning coffee and a tour. There was a conversation of inviting the Oakland County Board of Commissioners. There will be a discussion at the Development Committee meeting about student representatives.

The next Library Board Meeting will be Tuesday, February 19 at 7 p.m. There will be a discussion of the grounds bid as well as the Director's Evaluation.

At 7:28 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

Sandra Edwards

Sandra Edwards, Secretary