

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 19, 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 (attended later), Judy Lindstrom, and Joan Luksik (via phone)

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

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

Upon discussion, a motion was made by Grant Gerhart, 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, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom had the opportunity to join Director Mueller and Sandy Edwards at the Friends of the Library meeting in February. She declared that "they are such a hardworking group and they do so much." She was glad to meet some of the Friends. She is delighted that Grant Gerhart and Sandy Edwards are Library Board liaisons to the Friends.

Director's Verbal Report:

Director Carol Mueller thanked the Systems staff for the new telephone system. She reported it to be a smooth transition to very different phone system. The old telephone system was over 10 years old and obsolete. There is now a requirement that every phone system needs to comply with 911 detecting with each building in each phone—each phone plugs into network port, rather than the copper lines. The new phones are wonderful and easy to use.

Director Mueller also announced this year's Newbery and Caldecott winners. The Caldecott, the most distinguished picture book for children, was awarded to *Hello Lighthouse* by Sophie Blackall and the Newbery, the most distinguished contribution to children in preceding year, awarded to *Merci Suárez Changes Gears* by Meg Medina. Bloomfield Township Public Library is one of two libraries sponsoring the "Everyone's Reading" program. Ariana Trigiani's *Kiss Carlo* is the book

and tickets to hear her speak will be available at the Adult Services desk. Director Mueller encouraged the Trustees to look in their grey folders, where an updated Trustee committee list was provided, as well as information about a Friends of Michigan Libraries trustee workshop at Novi Public Library in April.

The Director also reported an update on the Library's trust. The trust has now been funded with 40% of our current OPEB obligations.

Director Mueller reminded everyone that the Library will be closed on Friday, March 8, to repair the water main.

REGULAR AGENDA:

Call to the Public: Tim Perry, representing the SOC, thanked the Board for an interesting experience. President Lindstrom thanked Tim and the SOC.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Grounds and Snow Removal Bid Award

On November 15, 2018, a request for proposals (RFP) for grounds maintenance and snow removal services for the Library was released with a deadline of December 21, 2018. A mandatory walk-through for interested bidders was held on Wednesday, December 5, 2018 at the Library. Two companies participated in the walk-through: Ace Landscaping, Lawn Care, and Snow Removal and Great Oaks Maintenance. These two companies also submitted bids by the deadline.

Grounds maintenance services required in the Library's RFP include lawn cutting, lawn fertilizing, and weeding of tree beds. The Library will continue contracting with American Lawn and Tree Arborists for care and maintenance of trees on library grounds. Likewise, because garden maintenance and design has been provided by Goldner Walsh for many years, the Library is choosing to continue contracting with Goldner Walsh because of the high level of quality of service provided.

A thorough review of all bids was conducted by Assistant Director, Tera Moon and Facility Services Department Head, Joel Dion. Great Oaks Maintenance provided the most complete proposal package, which included a thorough lawn fertilization plan and a plan for a method of applying mulch that is an improvement over the current method. Great Oaks bid was the lowest bid. Great Oaks references were positive and came from firms with large, complex properties. Great Oaks services clients with larger properties which are more comparable to the Library's.

Ace Landscaping's proposal was not as detailed as Great Oaks and contained errors. Their quoted fee is higher than Great Oaks Maintenance by more than \$8,000. Ace Landscaping has provided grounds maintenance and snow removal services for the Library for the last three years. While they have done an adequate job, this winter they have not met our

standards for parking lot snow removal on two occasions. In addition they have neglected to clear sidewalks.

Therefore, Administration and Facility Services recommends that the bid for Bloomfield Township Public Library grounds maintenance and snow removal services be awarded to Great Oaks Maintenance beginning on April 1, 2019.

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandy Edwards **TO APPROVE AWARDING THE 2019 GROUNDS MAINTENANCE AND SNOW REMOVAL BID TO GREAT OAKS MAINTENANCE, 28025 SAMUEL LINDEN CT, NOVI, MI 48377.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Sandy Edwards gave her report on the Friends of the Library. The Friends met on Wednesday, February 6. During this meeting, two new board members were elected: Greg Williams and Eve Parsons. Susan Abentrod will be on the Hospitality Committee and Eve Parsons will be on the Facebook Committee. The Wish List was approved. The Friends are preparing the annual report for publication. The Annual Meeting is on May 8, with author Karen Dione as the keynote speaker. Postcards invitations will be printed and sent out. Over \$4,000 was raised at the last two book sales. The next Friends' meeting is on Wednesday, March 6.

Judy Lindstrom expressed concern over Little Free Libraries she encountered in Detroit, which were in need of being stocked. She wished to know if there was a consortium of Little Free Libraries.

Judy Lindstrom reminded everyone that Thursday, February 21 is the Building and Grounds Committee meeting. This Friday, February 22, is the Legislative Breakfast. The next Development Committee meetings are Thursday March 7 and April 4. Thursday, March 14 is the investment and budget review meeting. The next scheduled Library Board meeting is Tuesday, March 19.

Upon discussion, a motion was made by Tom Deska and seconded by Sandy Edwards **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The Board of Trustees went into a closed session at 7:20 p.m. Trustees discussed the comments they submitted as part of the Library Director Evaluation process. Additional comments were made and noted. Projected raises for all Library staff were reviewed and

discussed.

The current salary of the Director was discussed as well as last year's Compensation & Classification Study, noting that the Director was the only BTPL employee who was not included in the study. Trustees also reviewed a recent survey of peer library director salaries prepared by Sandi Bird. In addition, a commitment was made to ensure that the Bloomfield Township Public Library Director salary reflected a "top of the range" average salary.

At 7:58 p.m., Director Mueller was invited to join the closed session. Trustees Greenbaum and Edwards informed her that a contract renewal and salary increase was agreed upon – she cited the exemplary performance of the Director – especially during a year with multiple projects, programs, building crises, and health insurance issues.

A formal motion approving a contract renewal and increase in compensation will be made in open session.

Upon discussion, a motion was made by Tom Deska and seconded by Joan Luksik **TO ADJOURN CLOSED SESSION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At 8:08 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Sandi Edwards and seconded by Tom Deska **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT FOR THE APRIL 1, 2019-MARCH 31, 2020 FISCAL YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The next Library Board Meeting will be Tuesday, March 19 at 7 p.m.

At 8:15p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary