

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 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, Judy Lindstrom, and Joan Luksik (via telephone)

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

Guests: Ed Niemchak, Adult Services Librarian and Staff Organization Committee Representative (SOC)

Upon discussion, a motion was made by Eli Greenbaum, seconded by Sandy Edwards **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 announced tomorrow is the first day of spring and there is some new growth going on. She expressed sadness at the recent passing of two library Friends, Virginia Smith and Larry Reeside. "They were Friends of the Library, but they were friends of all of us," she remarked. "We will miss them both and we will remember them." She thanked Sandy Edwards for her hard work on the Legislative Breakfast on Friday, February 22. President Lindstrom reported receiving a positive note from Brian Kepes, Township Treasurer, where he wrote, "The Library is truly one of the Townships' jewels!"

Director's Verbal Report:

Director Carol Mueller also reported that the Legislative Breakfast was very successful, and fostered new connections between legislatures and the Library. Office Hours are being held here by some of the attendees. Congressman Andy Levin held a story time because March is reading month. The Oakland County Board of Commissions will be issuing a proclamation honoring the library's special needs services and collections on Thursday, April 18. The Library Photo Contest has increased in participation this year, with 107 photos from 63 participants. The People's choice voting begins on Monday, March 25 and the reception is on Saturday, April 13. The awards will be presented at 3 p.m. There will be a Volunteer Reception on Wednesday, April 10, with a photo of

volunteers taken at 3 p.m. The Director invited the Trustees to come and thank “our wonderful volunteers who make such a difference.” She remarked that Volunteer Coordinator Marty McGee does an exceptional job putting this together, with a lot of creativity and cleverness into this celebration of the library’s volunteers. There will be books plated in each volunteer’s honor. Outstanding volunteer Virginia Smith chose the Library as a charity to be honored in her memorial. The Library is really enhancing the relationship with Bloomfield schools. Last Wednesday, March 13, the Library had over 200 people for the Science Fair. It was fun to see the students bring in their science projects with their beaming parents. The 1st Grade Reader’s Rally will fill the Library throughout the month of March, with five elementary schools visiting and 320 First Graders in all. The Youth Service Librarians create a wonderful presentation.

The Telephone notification system the Library has used for many years has become obsolete and can no longer operate, as the technology failed. The Library is trying to encourage patrons to receive email or text notifications. Less than 200 patrons still relied on telephone notifications. Most libraries do not use the telephone notification system. Letters were sent to these patrons to encourage them to switch over.

There will be more updates in the future about the library’s space planning. There were workshops with the Adult Services Staff and the Youth Services staff updating them on the changes. The media will soon be moved into Adult and Youth Services. The process has been started and it is really exciting.

REGULAR AGENDA:

Call to the Public:

Ed Niemchak, representing the SOC, announced that the donations for this month will be going to Oakland Literacy Council. He thanked the Board for the experience of working with them as an SOC representative. He announced that this was the last board meeting he would be attending on behalf of the SOC. He expressed appreciation for the “wonderful respect the Board has for the Library.” President Lindstrom thanked Ed and the SOC.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. FY 2018/2019 Budget Close and FY 2019/2020 Budget Proposal

Director Mueller thanked Sandi Bird for her hard efforts as well as Assistant Director Tera Moon and the Trustees. Director Mueller is pleased to present the proposed budget that includes the FY 2018-2019 amended budget and the FY 2019-2020 proposed budget for the Board’s review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library’s capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows administration to continue to increase the capital improvements funding to replace the Library roof, the lobby floor, and space planning, as well as to complete other necessary capital projects.

As in past years, the proposed Gift Fund budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the Community Foundation of Southeast Michigan (CFSEM) and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. It is assumed that all gifts will be spent during the year.

Upon discussion, a motion was made by Eli Greenbaum, seconded by Grant Gerhart **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2019 - MARCH 31, 2020, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$7,604,763 Revenues
\$9,162,938 Expenditures

FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,558,175) Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING \$1.5 MILLION ROOF REPLACEMENT PROJECT (Project delayed and carried over from the prior fiscal year).

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Tom Deska, seconded by Sandy Edwards **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2018 - MARCH 31, 2019, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

\$7,406,883 Revenues
\$9,200,956 Expenditures

FUND BALANCE RESERVES SHALL BE DECREASED BY :

(\$1,794,073) Net Revenue/(Expenditures)

THERE IS A PLANNED USE OF THE ASSIGNED FUND BALANCE FOR OPEB FUNDING OF \$2,084,000, APPROVED 12/18/18 - BUDGET AMENDMENT 1.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandy Edwards **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS**

ATTACHED, FOR FISCAL YEAR APRIL 1, 2019 - MARCH 31, 2020, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700 Revenues
\$162,195 Expenditures

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Sandy Edwards, seconded by Grant Gerhart TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2018 - MARCH 31, 2019, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$76,189 Revenues
\$261,007 Expenditures

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

President Lindstrom thanked Sandi Bird, Carol Mueller, and Tera Moon.

OTHER:

Sandy Edwards gave her report on the Friends of the Library. The Friends had a meeting on Wednesday, March 13. The Friends have recently attended area school PTA meetings, making all aware of the resources available for elementary and middle school teachers. An opportunity for teachers to have access to these resources was discussed and it was concluded that teachers will be invited to attend the pre-sale day on Friday. The Friends continue to prepare for the Annual Meeting on Wednesday, May 8. Author Karen Dionne will be a guest speaker and the food will be catered by the Bloomfield Township High School culinary program. The Membership dues were reviewed and revised with a slightly higher rate. The Annual Report will be revised with memorial tributes for Friends Larry Reeside and Virginia Smith

Director Mueller wanted to touch base on the Library endowment funds for 2019. Letters from the Community Foundation of Southeast Michigan were received, asking if the Library wishes to accept payouts from the library's six endowments. This was reviewed.

The Freedom of Information Act (FOIA) procedure was brought to the Board's attention. There will be changes to the FOIA procedure. It will now require a complete name and address, which will permit follow up. It will also now be a letter requiring a deposit for FOIA requests. There needs to

be a deadline on the deposit in order to proceed. The procedure will be updated.

Grant Gerhart shared that there is a Chamber Music concert this Friday, March 22 and commented on how wonderful these events are.

Judy Lindstrom inquired about renewing her library account, as she got an odd user message. Director Mueller will look into this.

The next Library Board Meeting will be Tuesday, April 23 at 7 p.m.

At 7:31 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Sandra Edwards".

Sandra Edwards, Secretary