

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 17, 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: Sandra Edwards, Grant Gerhart, Eli Greenbaum, Judy Lindstrom and Joan Luksik

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

Guests: Alan Panter, Yeo & Yeo, Nicole Gillies, Youth Services Librarian and Staff Organization Committee Representative (SOC)

Upon discussion, a motion was made by Eli Greenbaum 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: Edwards, Gerhart, Greenbaum, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

President's Verbal Report:

President Judy Lindstrom expressed how thrilled she is that over 300 people signed up for the library's summer reading program. The numbers of teen readers are dropping around the country, as observed in teacher Jeremy Adams' article "Why My High School Students No Longer Read." She read some lines from the article. However, in Bloomfield Township she is delighted that this is not the case. She is ever hopeful.

Director's Verbal Report:

Director Carol Mueller shared about project updates. Under "New Business" on the agenda, there is more about the Commons Area. The proposed furniture and floor plan were reviewed and it was agreed that this is a good use of the space. Things can always be changed or added, as needed. The Lobby floor work is progressing well, although there was much more grinding than anticipated to ensure the floor was level to set the tile. Because there is still a lot of dust, the Library Shop will not open this week as planned, but it is hoped to open next week. The roof work is progressing really well and they have moved on to stage two of the plan. The artwork over the Youth Services Desk has been investigated by many professionals due to concerns that it could become loose during the construction overhead. It looks sound and there are no signs of distress. As a precaution, however, the Youth Services desk will not be used during that phase of

construction and a temporary desk will be established. Virginia Smith's memorial garden will be installed this Thursday and Friday. There will be a special viewing of the garden on September 26 with Virginia's family and Jim Slezinski of Goldner Walsh. A patron recently came with her two daughters to the Library and reported that her eldest daughter plans her social events around the Friends Second Saturday sale. The girl is an avid reader and purchases books for herself as well as her friends. Last week the Library was featured in a news segment on WDIV channel 4 about 84-year-old Robert Prosser. Since the age of 79, Mr. Prosser has been meeting regularly at the Library with volunteer tutors from the Oakland Literacy Council. State Representative Mari Manoogian will hold a Town Hall at the Library on the topic of elder abuse. Attorney General Dana Nessel will also be here. This will take place on Monday, September 23 at 11:00.

REGULAR AGENDA:

Call to the Public:

Nicole Gillies, representing the SOC, had nothing to report.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Audit Presentation – Alan Panter, Yeo & Yeo

President Lindstrom thanked Carol Mueller, Finance Coordinator Sandi Bird, and Allen Panter for putting the audit presentation together. Director Mueller welcomed Allen Panter. Carol also thanked Sandi Bird for an excellent job of preparing records. She also thanked the Finance Committee, Joan Luksik and Sandy Edwards, for being the first to review it and for asking great questions.

Yeo & Yeo was the library's auditing firm for FY 2018/2019 with Alan Panter, CPA, as the Principal. He and his team provided on-site auditing fieldwork in May that went very smoothly. The Library again received a favorable report from Yeo & Yeo for FY 2018-2019.

On September 10, 2019, the Finance Committee Trustees Sandy Edwards and Joan Luksik met with Alan Panter to review the audit. Alan provided a very thorough review of the Library's audit and answered the Trustees' questions. The Finance Committee recommends that the Library Board accepts the audit report as presented.

Alan Panter, Principal from Yeo & Yeo, attended the Library Board meeting to provide a verbal overview of the audit and answered the trustee's questions.

The state of Michigan requires two reports to be completed each year regarding the Library's pension and Other Post-Employment Benefits (OPEB) obligations. These have been prepared by Finance Coordinator Sandi Bird and submitted to the state to verify the Library's compliance with PA 202. These two reports will be included with the audit process each year.

Upon discussion, a motion was made by Joan Luksik, seconded by Grant Gerhart **ACCEPT THE FISCAL YEAR 2018/2019 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION PASSED

11 b. Commons Area – Phase Three Proposal

Phases one and two of our Commons space planning have now been completed. During Phase one, Library Board and management reviewed ideas for a different use of the space occupied by the Library's Media collections, agreed that the Media collections could be moved into the Adult Services and Youth Services collection space and then worked to empty the Media area of all collections and shelving. Phase two, using the direction agreed upon in Phase one, involved an intensive communications plan to get community feedback on the proposed use of the new Commons space and their opinion on furniture for this new area. Director Mueller thanked Adult and Youth Services for all of their hard work in revising the collections. Many different pieces of furniture were loaned to the Library to test out which ones were most used and desired by our community. In addition, an evaluation of the Commons carpeting, lighting, noise, electrical and millwork needs was conducted. Much of what is already in place such as the ceiling, acoustics and lighting require little if any changes.

It is now time to order furniture and proceed with recommended improvements. A proposal from Geraldine Drake, the interior designer at AECOM Great Lakes, Inc., was shared for Phase three. This phase is a culmination of the first two phases and the next logical step to complete our new Commons area by the end of the year.

Upon discussion, a motion was made by Sandy Edwards, seconded by Eli Greenbaum **TO APPROVE THE AECOM GREAT LAKES, INC. PROPOSAL TO PROVIDE PROFESSIONAL SERVICES FOR PHASE 3 OF THE LIBRARY'S COMMONS AREA PROJECT.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION PASSED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards reported on the Wednesday, September 4 Friends meeting. Since the meeting, they reported that the September book sale again set a record \$4,194.50, highest of any September sale and the highest year to date Second Saturday sale. Five sales this year have yielded over \$4,000. The Friends had an informal volunteers meeting where 22 people showed up to share new ideas, which produced four pages of comments and suggestions. They will have another meeting for the same purpose on September 26 from 3-5 p.m. They created a new position "Storage Room Manager" which was filled by Lyn Wethy. She is also doing outreach to Brilliant Detroit and more than 3,000 books were donated. Eve Parson shared a marketing report with a business plan and a trifold bookmark. The annual meeting will be on May 6 and the keynote

speaker will be State Librarian Randy Riley on “2020 Michigan Notable Books.” The next Friends Board meeting is on Wednesday, October 2. They will have a special meeting on October 1 to discuss reorganizing their book nook.

Judy Lindstrom shared some updates on the plan to Virginia Smith’s garden. New plants will be introduced and she described the types of plants and their virtues in detail. It will be fragrant and attract pollinators. She expressed thanks to Virginia Smith’s family for their contribution and to Jim Slezinski of Goldner Walsh for designing and collaborating on the garden. She also detailed the Berm gardens, which were funded by the Friends.

Judy reviewed the upcoming meetings.

The next regular monthly meeting of the Board of Trustees will be Tuesday, October 15 at 7 p.m.

At 7:52 p.m. President Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary