

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, October 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, Judy Lindstrom, and Joan Luksik

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

Guests: Geraldine Drake, the Library's Interior Designer from AECOM, Paul Zink, Systems Specialist and Staff Organization Committee Representative (SOC)

Upon discussion, a motion was made by Joan Luksik and 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 reported that the weather has been spectacular and the red trees in the parking lot are gorgeous. She expressed admiration for the newest Goldner Walsh urn at the entry as well as the Virginia Smith garden. President Lindstrom shared a letter from recent Myers Scholarship winner Anna Pelepchuk thanking the committee for their generous scholarship award. Anna received a letter from the Dean of Student Affairs announcing that she is on the honor roll. "Another one of our wonderful students that is benefitting from the work we do," President Lindstrom remarked. She exhorted all to enjoy fall, one of her favorite seasons

Director's Verbal Report:

Director Carol Mueller asked the Board what they thought of the lobby floor. There will be a walkthrough on Thursday to inspect the tilework. Being a natural product, some tiles need to be repaired, as they are a little too imperfect. Because there are so few tables with the removal of the test Commons furniture, many patrons have returned to the Café. The tables are the pieces of furniture most needed. Patrons have regarded the renovations favorably overall. The roof is progressing very well and the shingle work is all done. Director Mueller went of the roof last week to view it and she thought it looked great. Next Tuesday, there will be another inspection on the Youth Services ceiling art piece that suspends above the staff desk. Next week, October 20 – 26,

is National Friends of the Library week. Sandy Edwards will be bringing a cake to the Friends post-sale meeting to thank them for all of their efforts. The Friends have been working particularly hard to clear out the old stock of books and to rearrange their storage room. Director Mueller requested that trustees look in their grey folders to see the activity report, as well as two letters from the Development Committee for their review.

REGULAR AGENDA:

Call to the Public:

Paul Zink, Systems Specialist and representative of the SOC, had nothing to report. He repeated the news that the Library Holiday Party will be on December 8.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Commons Area Phase Three with Geraldine Drake

The former media area that is being renovated into the Commons had eight seats. When the work is complete, it will have 77 places to sit and will be going from 2 tables to 17 tables. Geraldine Drake, the Library's Interior Designer from AECOM, was present to review the final design and finishes for the new Commons area. Geraldine presented a brief recap of decisions made for this area and answered questions. The Trustees reviewed and approved the Thread™ under carpet wiring system, proposed lighting changes, and millwork designs. The Trustees also approved was the pounded rubber flooring for the stairs to the lower level.

11 b. Annual Policy Review

The Policy Committee --Sandy Edwards and Eli Greenbaum-- and Library Board President Judy Lindstrom met in September for the annual review of all approved library policies. The purpose of this review is to ensure that these are up to date and continue to meet library needs. This year there is one policy that needs to be updated: the Financial Management Policy. In addition, three new documents are recommended by the library's auditor, Alan Panter, and supported by the Policy Committee to include in library procedures: Fund Balance Reporting Policy, Conflict of Interest Policy, and Credit Card Acceptance Guidelines.

Financial Management Policy and Fund Balance Reporting Policy

Upon the recommendation of our auditor, Alan Panter from Yeo & Yeo, the Financial Management Policy has been updated to include a reference to a new Fund Balance Reporting Policy that is recommended in the Library's FY 2018/2019 audited financial statements. The Fund Balance Reporting Document is entirely new.

Conflict of Interest Policy

A Conflict of Interest Policy is recommended by the Library's auditor, Alan Panter of Yeo & Yeo, as written procedures and guidelines to provide assurance to our community that conflicts of interest of Library officials, staff and volunteers are eliminated to the fullest extent possible and that violations of rules and conduct are investigated and handled appropriately.

Credit Card Acceptance Guidelines

The Credit Card Acceptance Guidelines are recommended to provide a written procedure to ensure the Library complies with all applicable laws, including Michigan Public Act 280 of 1995 (Financial Transaction Device Payments). The Library auditor, Alan Panter of Yeo & Yeo, recommends that the Library include these guidelines in our operation and add to our Administration procedure manual.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **TO APPROVE THE REVISION TO THE LIBRARY'S FINANCIAL MANAGEMENT POLICY AND ACCEPT THE FUND BALANCE REPORTING POLICY, CONFLICT OF INTEREST POLICY AND CREDIT CARD ACCEPTANCE GUIDELINES AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION PASSED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None.

OTHER:

Sandy Edwards reported on the Wednesday, October 2 Friends of the Library meeting. Since the meeting, they reported that the October book sale raised \$ 4,794.42 and total sales are \$3,000 ahead of last year. For November and December, they are considering book sale gift certificates, as well as gift wrapping services. They held two volunteer meetings to exchange ideas. Friends Board President Kathy Conner is introducing herself to the library's book groups to help raise awareness of the Friends' work. Eve Parsons is working on branding and marketing materials. She has developed an elevator speech, as well as a press release. The next Friends Board meeting is on Wednesday, November 6.

Judy Lindstrom said that in Article 4 of the Library Board bylaws a nominating committee will need to be nominated. At the November 19 meeting, there will be an election of officers. Judy will be contacting two Trustees to serve on this year's nominating committee.

The next regular monthly meeting of the Board of Trustees will be Tuesday, November 19 at 7 p.m.

At 8:02 p.m. President Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary