

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 18, 2007

The regular meeting of the Bloomfield Township Public Library Board was held in the Library on Tuesday, December 18, 2007. The meeting was called to order by President, John D. MacInnes, at 7:00 p.m.

Present: Trustees: James Bohlander, Margaret Cohen, John D. MacInnes, Rodman N. Myers, Robert Spencer

Unable to attend: Isabelle Charnov

Administration: Director, Karen Kotulis-Carter; Assistant Director, Ceci Marlow Stuart
Director Secretary, Andrea Aragona

Guests: Marcia Preston, SOC Representative, Martha McGee, Township resident, Beth Sulek-LaHousse, Bookkeeper, Taylor Milligan, Township resident, Donald Walker, Township resident.

Upon discussion, a motion was made by Robert Spencer, seconded by Rodman Myers **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDA AND THE CONSENT AGENDA AS AMENDED.** Motion carried.

President's Verbal Report:

John extended wishes for a happy holiday to those who have already celebrated their holiday, as well as those who are about to celebrate their holidays.

He shared comments regarding a popular philosophy known as "walkabout". This philosophy encourages the CEO's and leadership of major companies to get out from behind their desks and walk around their places of business. In their walks they are asked to engage in conversation with customers, as well as staff. The goal during these conversations is to listen. John has been an advocate of "walkabout" for a long time. He stated he believes that Karen is a believer as well because she has that style of management at the library. He feels this is a major part of reason that moral at the library is very high. He suggested that the trustees might borrow a page from Karen's style and start walking around the library. A possible walking itinerary could be becoming a practitioner of the self check, selecting a magazine in the periodical lounge and sitting there reading while checking out the lighting and observing users of that area, visiting the popular new study rooms, asking one of the staff at the Adult Service desk for some help and watch

the amazing magical digital process they go through to get the information you have requested. He also suggested stopping by the computer lab, and possibly enrolling in a computer class. John has signed up for the January class. He encouraged the trustees to go places they are not so familiar with at the library, and watch how the area is used. His thoughts were that maybe the Trustees can learn something new and helpful.

Director's Verbal Report:

Karen extended a great big "Thank You" to the Friends of the Library for the very generous contribution they made to subsidize the holiday party for the staff, trustees and volunteers. With the Friends contributions, it allows the cost to be kept at a reasonable level for all to attend. Karen stated that SOC does a wonderful job planning and hosting the party. Karen expressed her thanks to Tim Fiscelli and Ceci Marlow-Stuart for their help during the snowstorm on Sunday, Dec. 16. Tim came in and made sure the parking lot and sidewalks were clear and ready for the patrons and staff. Ceci was keeping Karen updated with her reports and the library was able to open on time for the day. Karen especially commended the staff who came in to work on Sunday despite the heavy snowfall. Circulation checkouts totaled 484 with 602 renewals. The gate count was 247.

CONSENT AGENDA MOTION

After discussion, a motion was made by Margaret Cohen, seconded by Robert Spencer **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: MONTHLY REVENUES & EXPENDITURES; MONTHLY DIRECTOR'S REPORT; CIRCULATION POLICY; AMENDMENT TO INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION; LIBRARY STORE COMMITTEE MINUTES.** Motion carried.

REGULAR AGENDA:

Call to the Public:

John MacInnes welcomed Marcia Preston, the SOC representative, Martha McGee, township resident, Beth Sulek-Lahousse, Bookkeeper, Taylor Milligan, township resident, and Donald Walker, township resident.

UNFINISHED BUSINESS

Library Improvements Project

Tom Marchesano, Owner's Representative, asked if everyone was ready for the project to be over! In his experience, an average project of this size is usually completed in eighteen months when the building is not operational. With that in mind, we are doing well given the library has remained open throughout construction. He presented an update on the budget. We have been projecting \$456,000.00 as the maximum "worse case" negative variance. He passed out a recent update to the trustees that now shows a \$243,000.00 potential negative variance at the end of the project - 1% of the total \$23,989,248 construction project. The decrease is due to the lower than expected costs in the Technology budget. Some of the items we thought we needed to replace did not have to be replaced at this time and technology costs in general have decreased. He reminded everyone that there may be expenses ahead that we do not know of today. In a project this size there are always unknown problems that may arise. The scheduled start of renovating the Youth Room is March 22 and completion date is set at July 21, 2008. The Youth Department was commended on their "flexibility" with all the moves during the construction process.

Policy Review - Circulation

Rodman Myers pointed out a typographical error which will be corrected.

After discussion, a motion was made by Margaret Cohen, seconded by Rodman Myers **TO APPROVE THE CIRCULATION POLICY.** Motion carried.

NEW BUSINESS

Election of Officers

Margaret Cohen and James Bohlander were chairpersons of the nominating committee. The existing slate of officers agreed to continue their terms.

After discussion, a motion was made by James Bohlander, seconded by Rodman Myers **TO APPROVE THE ELECTION OF OFFICERS.** Motion carried.

Appointment of Committees

All trustees are satisfied to continue on their respective committees.

After discussion, a motion was made by Margaret Cohen, seconded by Rodman Myers **TO APPROVE THE APPOINTMENT OF COMMITTEES.** Motion carried.

Revision of Investment and Depository Designation Resolution

Karen stated that the Finance Committee asked her and Beth to investigate the addition of potential banks to our Investment and Depository Designation Resolution. The Finance Committee has decided to have a goal of not having more than \$500,000.00 deposited in any one bank to minimize our risk. Beth investigated several banks. Karen and Beth recommended Fifth Third Bank and Citizen's Bank to the list of Board approved financial institutions as depositories of library funds. The banks will submit a certification of reading, understanding, and agreeing to the Bloomfield Township Public Library's investment policy, prior to our use.

After discussion, a motion was made by Margaret Cohen, seconded by Robert Spencer **TO APPROVE THE REVISION OF INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION.** Motion carried.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Robert Spencer asked if the only growth in the I & R Fund is interest. Karen stated that was correct.

Rodman Myers asked about statutory requirements. The Finance Committee had asked for verification in writing. Schwartz sent an email stating that all library investments are in compliance with statutory requirements. This memo was given to the Finance Committee.

Jim Bohlander asked about the new plantings. He wondered if it could be a possibility to have signs with the names of the plants. The trustees supported this action.

Rodman Myers asked about public fundraising. Karen explained that the library is taking a passive approach to this. The approved donations brochure in the recent copy of Answers

has a pretty close estimate of what expected cost would be for gardens, art and development. We are hoping the mass mailing will generate some interest from the public.

Jim Bohlander inquired if the Friends of the Library will provide coverage for the Library Store. Karen feels the Friends are interested in helping, but volunteering to work in the Library Store will be coordinated by Marty McGee, our Volunteer Coordinator. Some specific Friends members have expressed interest. Robert Spencer asked who would be in charge of the store when it opens. Karen stated that they are hoping to get someone with retail experience to volunteer to manage the store. Until that time, Martha McGee will help with the set up and organization of the store. Currently, it is thought that the store will always be open during library hours. The Friends will have book shelves with used books for sale all the time. The cabinets with other items will be locked at those times when a volunteer is not present.

After further discussion, a motion was made by Margaret Cohen, seconded by Rodman Myers **TO APPROVE THE REMOVED ITEMS FROM THE CONSENT AGENDA AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.** Motion carried.

OTHER

Transaction Resolution

Margaret Cohen brought to the Board's attention the need for action in order for Gregory Schwartz & Co. to make fund transfers as directed by the Library Board. A Board resolution was needed to get signature guarantees to make these transfers.

After further discussion, a motion was made by Margaret Cohen, seconded by Rodman Myers **TO APPROVE THE TRANSACTION RESOLUTION AS FOLLOWS: WHEREAS, BLOOMFIELD TOWNSHIP PUBLIC LIBRARY MUST EXECUTE TRANSFERS OF SECURITIES TO CONDUCT BUSINESS, THEREFORE BE IT RESOLVED THAT THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES HEREBY AUTHORIZES ANY TWO OF THE FOLLOWING; THE LIBRARY DIRECTOR, KAREN KOTULIS-CARTER; AND/OR BOOKKEEPER, BETH SULEK-LAHOUSSE; AND/OR FINANCE COMMITTEE TRUSTEE MEMBERS, MARGARET COHEN AND/OR RODMAN N. MYERS TO CONDUCT SECURITIES TRANSACTIONS ON BEHALF OF THE LIBRARY.** Motion carried.

A motion was made by Rodman Myers, seconded by Robert Spencer **TO ADJOURN THE MEETING.** Motion carried.

The next meeting of the Board of Trustees is January 15, 2008.

Submitted by:

Isabelle Charnov, Secretary

