

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 20, 2007

The regular meeting of the Bloomfield Township Public Library Board was held in the Library on Tuesday, February 20, 2007. The meeting was called to order by John D. MacInnes at 7:02 p.m.

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

Administration: Director, Karen Kotulis-Carter; Assistant Director, Ceci Marlow; Administrative Services Department Head, Rosemary Dorich

Guests: Jen Taggart, SOC Representative

Upon discussion, a motion was made by Margaret Cohen, seconded by Isabelle Charnov **TO APPROVE THE AGENDA, INCLUDING THE CONSENT AGENDA AS AMENDED.** Motion carried.

President's Verbal Report:

John D. MacInnes commented on his observation that new cars no longer have the option of being equipped with cassette players (relative to books on tape, etc.); and recently heard on the Jeopardy television program a library science student remark that the Dewey decimal system is obsolete.

Highlights from a couple recent newspaper articles were shared. One article was about a library system which adopted a policy whereby children cannot be left unattended by adults and if they are left unattended at the end of the day, then that particular library will call the police. Another article pertained to a library system which was having problems with patrons using their computers for downloading pornography.

Bloomfield Township Public Library's January 2007 statistics showed that about 20% of the patrons are currently using the Library's electronic self-check system.

Mr. MacInnes shared his recollection of using the library as a haven for learning in a quiet environment and noted how Bloomfield Township Public Library is keeping up with the latest technology by including these technology advancements as part of the construction project.

Director's Verbal Report:

Karen Kotulis-Carter explained that the recent \$118,947 check payable to Netech Corporation included network routers (including wireless access points); switches (in three technical closets); a dial-in modem server; security devices (including firewall and a clean access solution); as well as

installation, maintenance and some training.

The Library is excited about having the Technical Services Department “coming home.” The new furnishings for Technical Services is due to arrive this Friday, February 23. And the Technical Services staff will be moving from Wing Lake School back to the Library on March 13, 14 and 15. The Library will then reduce the number of rooms which are currently being rented from Wing Lake School.

The Director began working with the Department Heads and the Assistant Director in reviewing the reciprocal contracts Bloomfield Township Public Library has with Detroit Public Library and Cranbrook. These contracts will be brought to the Board at their March meeting for approval.

The December 2006 issue of Library Journal highlighted some brand new libraries as well as some refurbished ones. All of these libraries had a common feature: a teen area. There are 160 public libraries in the US that have undergone construction from July 1, 2005-June 30, 2006. This number is slightly low compared to the average.

Troy Public Library is seeking to propose a new 100,000 square foot library; Novi Public Library has been trying for about six years for a bond/millage passage to expand their library; and Southfield Public Library is beginning to limit use to non-residents.

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: CASH DISBURSEMENTS; MONTHLY REVENUES & EXPENDITURES; MONTHLY DIRECTOR’S REPORT; ART COMMITTEE MEETING MINUTES OF 12/4/06; ART COMMITTEE MEETING MINUTES OF 2/12/07; AND FRIENDS MEETING MINUTES OF 1/10/07.** Motion carried.

REGULAR AGENDA:

Call to the Public:

John D. MacInnes welcomed Jen Taggart, SOC Representative.

UNFINISHED BUSINESS

Library Improvements Project:

The Board held a special meeting on February 13, 2007 to review and approve a furnishings bid recommendation as presented by Alyce Riemenschneider.

Everything was awarded for the millwork package which is needed to keep the project on track, but the work for installation of items (which will occur in 2008) was not awarded at this time. A motion was made by Margaret Cohen, seconded by John D. MacInnes **TO REAFFIRM THE MILLWORK BID IN THE AMOUNT OF \$381,626.90.** Motion carried.

Policy Review:

Upon discussion, a motion was made by James Bohlander, seconded by Isabelle Charnov **TO RESCIND THE POLICY “BOARD MEETINGS” ADOPTED BY THE BOARD OF TRUSTEES FEBRUARY 10, 1966 AND AMENDED JULY 20, 1978.** Motion carried.

“Board Meetings” will be revised and included in the Board’s Operating Procedure Manual. “Library Staff and Board Expenses” will be retitled as “Trustee’s Continuing Education Expenses,” revised

and included in the Board's Operating Procedure Manual. Library staff expenses for workshops and continuing education are addressed in both the Employee Handbook and the Library's General Fund operating budget each year.

NEW BUSINESS

Review of Fines and Fees Schedule:

Upon review and discussion, a motion was made by Margaret Cohen, seconded by Isabelle Charnov **TO APPROVE THE PROPOSED FISCAL YEAR 2007/2008 FINES AND FEES SCHEDULE AS ATTACHED.** Motion carried.

The revised fiscal year 2007/2008 Fines and Fees Schedule simplifies the explanation of replacement costs for the processing items (cases, artwork, bar code labels and similar pieces that are needed when an item is damaged). It also reduces the cost to the patron of a lost or damaged item by not also requiring payment for the cases, labels and other processing pieces that are lost when the entire case is damaged.

The only major revision is changing the magazine loan limit from six to no limit. If major problems arise due to this change, it will be revisited for the 2008/2009 fiscal year.

OTHER:

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

Finance Committee-Arbitrage:

The Finance Committee met on February 19, 2007 with a representative from both Gregory Schwartz & Co. and Dickinson Wright to discuss the Library's arbitrage rebate calculation for the 2004 construction bond. The Library is not limited in its interest earning through November 10, 2007; but after November 10, 2007, the Library cannot earn more than 4% interest without having to pay arbitrage rebate and complete complicated arbitrage tax paperwork. Gregory Schwartz & Co. will review the Library's investments held after November 10, 2007 and make sure the Library is on track in keeping the investment yield within the allowable bond yield rate.

The Board went into executive session at 8:40 p.m. to discuss the pending litigation and with no further business to discuss, adjourned the regular meeting at 8:55 p.m.

The next regular Board meeting has been scheduled for TUESDAY, MARCH 20, 2007 at 7:00 p.m.

Submitted by:

Isabelle Charnov, Secretary