

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 17, 2007

Preceding the regular Board meeting, a grand opening of the expanded and renovated Adult Services area as well as the newly-created Computer Center and Computer Lab was held for the public. The festivities included a ribbon cutting ceremony, a Four Seasons String Quartet, guided tours, refreshments and commemoratives.

The regular meeting of the Bloomfield Township Public Library Board was held in the Library on Tuesday, July 17, 2007. The meeting was called to order by John D. MacInnes at 7:30 p.m.

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

Unable to Attend: James Bohlander

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

Guests: Beth Sulek-LaHousse

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 expressed appreciation in being able to partake as a speaker at this evening's ribbon cutting ceremony.

Director's Verbal Report:

Karen Kotulis-Carter extended appreciation to the Friends of the Library on their recent, generous donation of \$25,000 to the Library in the form of an unspecified gift. This money is currently invested in a certificate of deposit.

The Director thanked John D. MacInnes for his kind remarks at the ribbon cutting ceremony this evening. Ceci Marlow was commended for her excellent coordination of this event which included organizing the event, creating the brochures, selecting the pastries and arranging for the shuttle bus service to help address the limited parking situation due to construction. Also thanked were the Library employees who served as tour guides and greeters.

CONSENT AGENDA MOTION

After discussion, a motion was made by Isabelle Charnov, seconded by Robert Spencer **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: CASH DISBURSEMENTS; REVENUES/EXPENDITURES BUDGET REPORT; MONTHLY DIRECTOR'S REPORT; AND THE FUNDRAISING ENDOWMENT MEETING MINUTES OF 07/03/07.** Motion carried..

REGULAR AGENDA:

Call to the Public:

John D. MacInnes welcomed Beth Sulek-LaHousse.

UNFINISHED BUSINESS

Library Improvements Project:

The committee is in the process of reviewing the paver pattern and the Community Room chairs.

Policy Review:

Upon discussion, a motion was made by Margaret Cohen, seconded by Robert Spencer **TO APPROVE THE ATTACHED FINANCIAL MANAGEMENT POLICY AS AMENDED.** Motion carried. The trustees' comments were incorporated into this amended policy.

This policy does not replace the various resolutions which are required by statute or accounting standards. Such resolutions, mandatory and recommended, will still require Board action but will not appear as part of the Board's Policy Manual.

NEW BUSINESS

Audit Report:

Upon discussion, a motion was made by Isabelle Charnov, seconded by Robert Spencer **TO APPROVE THE LIBRARY'S FISCAL YEAR 2006/2007 AUDIT REPORT AS SUBMITTED BY PLANTE & MORAN.** Motion carried.

The Director, Assistant Director and Bookkeeper were commended for their excellent record keeping and financial management. It was noted that the 2006/2007 fiscal year was a really tough one to meet the excellent standards that the Library managed to achieve relative to this audit report. The Director shared that credit is also due to the Library's Department Heads who oversee their individual budgets.

Inquiries were discussed regarding the Library's Construction Fund investments, which are managed by the Library's financial consulting firm. It was agreed that the Finance Committee will meet in the very near future with the Library's financial consultants to address this concern.

Annual Report:

The Director commended Ceci Marlow for her excellent draft of the Library's Annual Report and the Department Heads for their individually-submitted annual reports which were incorporated into the final draft. The Director expressed that the highlights in this report were amazing, considering everything which was accomplished this past year during construction: circulation of materials continued to increase; programs continued to be held; and several new community collaborations were established. The Director congratulated staff on their wonderful teamwork and flexibility. The Friends of the Library were acknowledged for their generous monetary donation to the employees

which was earmarked for the purchase of morale boosters during construction.

Proposed 2008 Calendar of Holiday Closings:

Upon discussion, a motion was made by Margaret Cohen, seconded by Isabelle Charnov **TO APPROVE THE ATTACHED 2007/2008 CALENDAR OF HOLIDAY CLOSINGS.** Motion carried.

The Library will be closed for eleven days in recognition of holidays during the 2008 calendar year. Holiday closings are determined by the nine specific paid holidays as historically approved by the Board, and by the specific day of the week on which the holiday falls in a particular calendar year. In addition, the construction may cause a necessary closing (or closings) beyond the Library's control.

OTHER:

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

Endowment & Fund-raising Committee:

Upon discussion, a motion was made by Isabelle Charnov, seconded by Margaret Cohen **THAT THE BOARD OF TRUSTEES OFFER A BRONZE REPRODUCTION OF QUEST IN RECOGNITION AND GRATITUDE TO DONORS OF GIFTS OF \$5,000 OR MORE.** Motion carried.

Upon discussion, a motion was made by Margaret Cohen, seconded by Isabelle Charnov **THAT THE NAME OF THE "FUND-RAISING AND ENDOWMENT COMMITTEE" BE CHANGED TO "DEVELOPMENT COMMITTEE."** Motion carried.

With no further business to discuss, the regular meeting was adjourned at 9:12 p.m.

The next regular Board meeting has been scheduled for TUESDAY, AUGUST 21, 2007 at 7:00 p.m.

Submitted by:

Isabelle Charnov