

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

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

The regular meeting of the Bloomfield Township Public Library Board was held in the Library on Tuesday, September 18, 2007. The meeting was called to order by John D. MacInnes at 7:01 p.m.

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

Administration: Director, Karen Kotulis-Carter; Assistant Director, Ceci Marlow

Guests: Ruweed Bibi, SOC Representatives

Upon discussion, a motion was made by Isabelle Charnov, seconded by James Bohlander **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDA AND THE CONSENT AGENDA AS AMENDED.** Motion carried.

President's Verbal Report:

John D. MacInnes shared his reflections on the waning days of summer initiated by the observance of a dark and starry night seen from his lower deck on the shore of Lake Huron. As he watched the stars in the sky, saw a different kind of flickering, which turned out to be the international space capsule. He was able to watch it arc all the way across the northern sky—thinking, “boy this is a different world. Here is the crew made up of representatives from several nations around the world, some of whom we once called enemies or ones we needed to be on our guard against. All in the same capsule, working to make that mission successful.” This led to more specific reflection on the library. The library world has changed a lot as well. As we are approaching the time when we complete a high tech and glorious library, we also are in circumstances which are very different from some of the years past—since 1964. Time to begin to seriously think about preparing ourselves for the future beyond the dedication of this library in October 2008. Time to think seriously about planning strategically for that future. Think about how our future patrons need to be served and provided for, not just our history, which is great. He was struck that we need to also give thought to the quality of the board leadership and look for a board that has the same high level of excellence as this board has now. This is why he called each of the members and asked about the plans for the election not so far away. Also, thinking about the realization that Mr. Toohey will not

go away and those efforts will be continued in one way or another—all the lollipops that Bloomfield Township has to offer, in whatever form that takes. As well as our need to project our future financial needs, beyond the year-to-year fine budgeting process we do—where our financial resources will come from. One basic decision is whether we, as a Board, feel we should primarily rely on tax support only and work within that framework, or if we need to open our efforts and look more creatively at major donors and estate planning people with the residents of this Township as we look at this future. Most importantly, we need to very carefully seek input from the residents and the cultural diversity of this Township, our community leaders—government and corporate and whatever—that we have a responsive library and one for the future.

Director's Verbal Report:

The water main work that was done this morning—a great deal of planning goes into that, but we were at the mercy of when the Township was able to complete this. Everything went beautifully and very smoothly, the water coming on with about 45 minutes to spare. Staff began arriving shortly before 2 and at 2 when we opened the doors, we had a loving throng waiting patiently for the doors to open. The water was also shut off to our neighbors, but it “only” included seven households in Woodlands. We appreciate their patience with us, too. The Township did provide them with bottles of Township water. Karen noted that in the 26 months that construction has been going on, we have only been closed so far 13.5 hours in all of that time. (June 8, 9 hours, and then this morning.)

We do have trees. There's a lot more green out there and it's exciting. In the parking lot islands, we have Little Leaf Linden and Autumn Blaze Maple. Along Timberlake, there are three varieties—Colorado Spruce, White Spruce, and Concolor Fir. (The few that are sitting in the island are there and have been rejected due to too much sand in the root ball.) Technical Services can see Clump Monarch Birch tree next to the air conditioning/chiller unit.

CONSENT AGENDA MOTION

After discussion, a motion was made by Rodman Myers, seconded by James Bohlander **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; IMPROVEMENTS COMMITTEE MEETING MINUTES OF SEPTEMBER 11, 2007; POLICY COMMITTEE MEETING MINUTES OF AUGUST 11, 2007.** Motion carried.

REGULAR AGENDA:

Call to the Public:

John D. MacInnes welcomed Ruweed Bib, S.O.C. Representative and Township resident.

UNFINISHED BUSINESS

Policy Review - Fixed Asset Management Policy

The Policy Committee recommended approval of the revision of the Fixed Asset Disposal Policy.

James Bohlander commended Ceci Marlow Stuart for the drafting of the policies, the recording of the minutes, and related work.

After discussion, a motion was made by James Bohlander, seconded by Robert Spencer **TO APPROVE THE REVISED FIXED ASSET DISPOSAL POLICY, RETITLED AS THE "FIXED ASSET MANAGEMENT POLICY."** Motion carried.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Cash Disbursement Comments: Mr. Spencer questioned the GenPower expenditure in the check register. The Director will further identify and report at the next meeting. Mr. MacInnes questioned the "NBS" firm. The Director stated that the firm's name is "NBS" but she believes it was Navigating Business Systems. The firm is the supplier of most of our office furnishings in the renovation.

Monthly Revenues & Expenditures: Mr. Bohlander questioned how frequently we get a revised estimate of the tax monies expected to be received. The Director noted that the taxes change throughout the year, as residents pay, or go to the tax tribunal and are successful in achieving adjustments. Mr. Bohlander asked who makes the estimate of tax income and the Director responded that the Township does and that the Township works with Oakland County government as well. The biggest changes in the tax revenue occur when the taxes actually come in, but there is change throughout the year. Mr. Myers questioned why two very similar versions of the Improvement & Revolving Fund reports are provided. The Director noted that for all the funds, both a summary page of the functional categories for the motion and the separate report which details the individual subaccounts are provided. Because the I&R Fund has no expenditures, these reports appear very similar. Mr. Bohlander questioned the 0% interest rate for a certificate of deposit which has an annual yield of 4.9% at the National City Bank. The Director believes it is a typographical error but will investigate. Mr. Myers commended the gift fund interest being earned. He also commended the Construction Fund interest which has increased significantly. Mr. Spencer noted that RM's comments are a "real vote of confidence" in our investment advisors, Gregory Schwartz & Company.

Monthly Director's Report: Ms. Charnov questioned the Museum Adventure Pass and, particularly, which institutions are included. The Director responded that BBAC and Cranbrook are participating, but we do not have a complete list yet. This is a program which Macy's has done elsewhere, which is a happy marriage of the continuing education and cultural opportunities. Macy's asks that we also do displays and share bibliographies and similar material. Mr. Myers questioned whether the *Eccentric* has picked up the letter from Mr. MacInnes in response to the disturbing letter to the editor which was printed. The Director and Mr. MacInnes noted that the letter has not yet been sent. Mr. Spencer asked for clarification on the training of the monitors and staff to address disruptions. The Director noted that monitors, who are only here in the evening, are trained, as are all the staff to address disruptions and disturbances, when they are brought to staff's attention. Mr. Spencer also asked about cell phone use in the library. The Director noted that our existing policy on cell phones is still in place—we ask that patrons be respectful of others in the building, and turn off ringers whether they are using a cell phone or any other noise-emitting device. Mr. Myers asked if they must leave to use their cell phones. The Director responded that no, and that, at this time, there is no good location in the building that patrons can go to, as they once were directed to go to the lobby. Mr. Spencer noted that he recalled past concerns that staff were unable to address these kinds

of disruptions, believing that they are not “police.” The Director responded that any staff member can address conduct policy issues. Right now, for example, there is a guideline that covered beverages, but not eating food, is acceptable. All staff are empowered to act. If, for some reason, the staff are too busy with other patrons to address, then monitors are called and can address this. Mr. MacInnes is mostly concerned that the printed letter makes it appear that this one patron’s concern has not been responded to and that is not the impression we want the public to have of this library. The Director noted that the printed letter, unfortunately, indicates that the writer only spoke to a staff person on the way out of the library, not giving the library the opportunity to immediately address his concerns.

On the Activity Report attached to the Monthly Director’s Report, Ms. Charnov questioned why the Cranbrook passes appear to have decreased between years. The Director noted that there is a slight increase in use when there are particularly exciting events, but we haven’t had any particular feedback on this. Mr. MacInnes commended the increase in self-checkout use. It is good to see that growing.

Improvements Committee meeting minutes: Mr. MacInnes commented on the letters of evaluation sent to the primary vendors in the Library Improvements Project, inquiring, in particular, if this would be repeated and if it was worthwhile. The Director noted both Peggy Cohen’s and Tom Marchesano’s comments that it was a worthwhile effort and there is some improvement being seen. Mr. Myers asked if there were some commendations of performance excellence included in the letters. The Director noted that two months ago, the Trustees received copies of these letters and more copies can be provided. Each of the letters did include both commendation and requested areas of improvement.

Policy Committee meeting minutes: Mr. Myers commented regarding the Policy Committee review of comments received from the Board regarding the Fixed Asset Management Policy. Mr. Myers believes that the stewardship of the public’s money is not sufficiently delineated and should be further spelled out in the Fixed Asset Management Policy. The Director noted that all expenditures are approved in the budget by the Board. Mr. Myers reiterated that any item outside of the budget should need to be approved. The Director reviewed the advance check procedure for expenditures which are paid in advance of the Board review at the monthly board meetings but which are all budgeted for and within the budget. There are no items outside the budget in excess of \$25,000 that would be paid without prior approval, based on the fact that all expenditures are within budget. All items are approved before they are spent, because they are part of the operating budget. Mr. Myers insisted that some limit needs to be imposed, whether it is \$10,000 or \$25,000. The Director noted that to do so would actually give greater leeway, not more control or greater stewardship, in the expenditure of the library’s funds. Mr. Myers insisted that this would be anything outside the budget. The Director responded that there is no expenditure outside the budget. Mr. Myers insisted that the duty to stay within the operating budget must be proscribed. Mr. Bohlander noted that a great deal of thought has been given to this concept and the Board relies on the audit for documentation of control. The use of any maximum dollar amount would require revision at some point in the future. All of the controls already in place, approved by the auditors for expenditures and for budgeting, address these concerns. The operating budget itself is the limit on what can be spent. The Director would not recommend that the Board give approval for any amount to be able to be spent outside of

the budget.

A motion was made by Rodman Myers **THAT ANY EXPENDITURES OUTSIDE THE BUDGET IN EXCESS OF \$25,000 MUST BE APPROVED IN ADVANCE BY THE FINANCE COMMITTEE AND ANY EXPENDITURES OUTSIDE THE BUDGET IN EXCESS OF \$50,000 MUST BE APPROVED IN ADVANCE BY THE FINANCE COMMITTEE AND THE BOARD OF TRUSTEES.** The motion was not seconded.

A motion was made by Isabelle Charnov, seconded by James Bohaldner **TO APPROVE THE REMOVED ITEMS FROM THE CONSENT AGENDA AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.** Motion carried.

The Executive Session noted on the agenda was not held. It was noted that we are awaiting notification from the Supreme Court as to whether the motion for rehearing will be heard. There is no time frame and no strict rules as to when the motion may be answered.

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

The next regular Board meeting has been scheduled for TUESDAY, OCTOBER 16, 2007 at 7:00 p.m.

Submitted by:

Isabelle Charnov, Secretary