

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, April 22, 2008**

The regular meeting of the Bloomfield Township Public Library Board was held in the Library on Tuesday, April 22, 2008. The meeting was called to order by President, John D. MacInnes, at 7:00 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 Stuart; Bookkeeper, Beth Sulek-LaHousse; Director's Secretary, Andrea Aragona

**Guests:** Dana Thomson, SOC representative; Donald Walker, Township Resident

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

**President's Verbal Report:**

This evening, prior to the start of the Board Meeting, was the Grand Opening of the Lobby, Media Center and Meeting Rooms. John introduced himself to those in attendance and stated how privileged he was to serve as the President of the Bloomfield Township Public Library Board of Trustees. He thanked everyone for enduring our temporary entrance for many months, and wandering through the catacomb-like maze to reach the books, audio visual materials, computers and periodicals they were seeking! He thanked our residents for the investment they made by committing their tax support, and stated that without their support what we see all around us would not have been possible. John highlighted a few of the new features of the library, but encouraged all to explore every "nook and cranny" for themselves. John also thanked all the principal parties involved with the library renovation, Fanning/Howey Associates, Inc., Frank Rewold & Son, Inc., Marchesano & Associates, Inc., and Riemenschneider Design Associates, Inc. John reminded all present that the hallmark day we will dedicate the completion of the entire State-of-the-Art Library is Sunday, October 12, 2008. He then made the opening official by cutting the red ribbon.

**Director's Verbal Report:**

Karen informed the Trustees that we had a complaint today from a person gathering signatures for a petition in front of the library. The person was informed of our policy that states solicitors should be 85 feet away from the entrance to the library and off to the side as not to obstructing patrons entering the library. The person went to the township and challenged our policy. Karen will have legal counsel re-review and re-confirm this Library Rule of Conduct.

Included in the Director's written Report was a copy of the survey sent to the residents of the City of Bloomfield Hills regarding library services. There has been no further communication from the City of Bloomfield Hills with Karen or any of the other Trustees at this time. The Trustees feel that if the Bloomfield Hills residents are interested in library services at our library, they need to work with their City Commission. We remain open to discussion.

Karen reminded the Trustees that the Major Dedication of the Library will be on Sunday, October 12, 2008. She also thanked everyone for attending the April 7 opening when we welcomed Edith Kovach as our first patron through the new entrance. She thanked the volunteers and staff that worked very hard to make this evening's opening celebration a success.

Beth Sulek-LaHousse and Karen reviewed the financial direction given at the March Board meeting. She stated that they have worked carefully this month to examine the library's investments and move in the direction requested by the board. The Construction Fund interest is growing. This interest will help with the rising cost of materials.

### **CONSENT AGENDA MOTION**

After further discussion, a motion was made by Margaret Cohen, seconded by James Bohlander **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: MONTHLY REVENUES AND EXPENDITURES; MONTHLY DIRECTOR'S REPORT.** Motion carried.

### **REGULAR AGENDA:**

Call to the Public:

John MacInnes welcomed Beth Sulek-LaHousse, Bookkeeper; Dana Thomson, SOC representative; Donald Walker, Township resident.

### **UNFINISHED BUSINESS**

#### *Library Improvements Project*

There was nothing new to report at this time. It was reiterated that the millwork for the third phase of construction has been awarded to United Mill for \$70,645.00 and to Library Design for \$1,358.59, by the Interiors Committee as delegated by the Library Board. All millwork for this phase is for the Youth Room.

#### *Policy Review – Library Facility and Grounds Use Policy*

The Library Facility and Grounds Use Policy has been proposed to provide a philosophy of who can use the library's meeting rooms and parking lot, and assigns the responsibility of the establishment and revision of guidelines for use to the Library Director. Rodman Myers questioned the use of the words "library approval" in the second paragraph, second sentence. He felt it would be more feasible if the sentence read "As available, Township residents, property owners, and employees of Township taxpayers, having valid Bloomfield Township Public Library cards in good standing, as well as cardholders in good standing of the Baldwin Public Library in Birmingham (including cardholders of their communities served by contract) may reserve portions of the library facility and grounds with the *Library Director's* approval." He also suggested a change in the wording in the third paragraph, second sentence, to read "The *Library Director* reserves the right to refuse non-library use if such use may disrupt library services." He felt this would make the terminology in the policy more consistent. He stated that we would not have time to call a board meeting to resolve some of these patron issues. The Library Director will be able to make those decisions for the library. However, if the Director had any questions or concerns, she could certainly present them to the Board of Trustees at any time.

After further discussion, there was an amendment to the motion to accept the changes presented. A motion was made by James Bohlander, seconded by Peggy Cohen **TO ACCEPT THE LIBRARY POLICY ON LIBRARY FACILITY AND GROUNDS USE.** Motion carried.

## **NEW BUSINESS**

### *Request to use Meeting Room for Wedding*

The library has received a request to use the Leslie Harcourt Green/Community Room for a wedding from the Garza family. This will be a civil ceremony. Karen explained to the Board that the person requesting the room was informed of all the meeting room guidelines for usage, and that all meetings are open to the public. The Trustees confirmed that the person using a meeting room must sign a contract to abide by the rules of the meeting rooms. Jim Bohlander asked if there was any legal basis to the open meeting guideline. Karen explained that she did not think so, but we didn't want any "secretive meetings" here at the library which is a facility funded by public tax dollars. Peggy Cohen was not comfortable with the library becoming a social hall. She felt uses such as weddings, have a potential to become disruptive and are of harder use on the room. Jim Bohlander questioned to what extent do we want to be a social center? Karen also suggested that the current guidelines do not exclude social events. If the Trustees wished to exclude these events, the guidelines should be amended accordingly. Karen assured the Trustees that all meeting room guidelines will be met with this wedding.

After further discussion, a motion was made by Rodman Myers, seconded by Isabelle Charnov **TO APPROVE THE USE OF MEETING ROOMS FOR THIS PARTICULAR WEDDING, KNOWING IT WILL SET PRECEDENCE FOR FUTURE REQUESTS OF THIS NATURE.**

4 yes votes; 2 no votes. Motion carried.

## **DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

A discussion was held with regard to the library's investments and bank accounts. Rodman Myers voiced a continuing objection to the way some of the investments are allocated. The board felt that Beth and Karen did an outstanding job changing the accounts in accordance with the guidelines presented at the last board meeting. It is an immense undertaking and the progress is impressive. They felt the objection was a bit premature. The various reasons for funds remaining in certain accounts were explained. Karen also explained that some of the large amounts left in accounts are there for Legacy Direct to withdraw to purchase T Bills. Karen suggested a meeting be set with the Finance Committee and Swartz and Co. to discuss further action with the accounts handled by Swartz and Co. It was agreed that the Finance Committee will meet and further review the matter.

A question was raised regarding the decline in Virtual Use. Karen stated that she has had discussions with the Department Heads of Adult Services, Youth Services, and Systems. It is their feeling that there is not a decline in usage. Over the years there are some vendors that did not keep statistics. However, they are all concerned and do not really know at this time why the numbers are going down. Karen will share with the board any further findings in this matter.

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

## **OTHER:**

In an effort to simplify and yet keep the Trustees informed regarding the library's financial status,

Beth Sulek-LaHousse and Karen proposed a re-packaging of information. They proposed to include in the monthly Board packet for all trustees only the summary pages for the functional categories of each fund, the statement from Gregory Schwartz showing the construction fund investments and a new comprehensive summary sheet for all the funds which will show our asset allocation. It was also proposed that a detailed package be delivered to the Finance Committee each month. They will continue to receive a detailed breakdown for each fund, and the rental book, meeting room rental and overdue comparison bar charts. The Finance Committee would also continue to receive the individual bank summaries showing transactions. The Finance Committee will be kept up to date with the details and may advise Administration or the Board if action or information is desired. Isabelle Charnov felt the comparison bar charts were helpful and Karen stated that those can continue to be put in for the Trustees's packet.

After further discussion, a motion was made by John MacInnes , seconded by Peggy Cohen **TO COMMEND BETH SULEK-LAHOUSSE AND KAREN KOTULIS-CARTER FOR ALL THEIR WORK TO DEVELOP A VERY CAREFUL, DELIBERATE, THOROUGH AND CLEAR WAY TO PRESENT THE FINANCIAL INFORMATION TO THE BOARD OF TRUSTEES.** Motion passed.

A discussion was had with regard to study room usage. Peggy Cohen expressed her concern that the study rooms seem to always be filled and thought our residents should have priority when it comes to using the study rooms. She noticed several business men using the rooms along with tutors and was concerned about this fact. Jim Bohlander and Isabelle Charnov also were concerned that they could not find a study room to use when they met at the library. Karen explained the new arrangement was planned to minimize staff involvement with the monitoring of study room usage. There currently is no check in to use the rooms and the doors do not lock. The board wondered if there were any legal implications for restricting study room usage to residents only. Karen will investigate and report her findings to the board.

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

The next meeting of the Board of Trustees is May 20, 2008.

Submitted by:

Isabelle Charnov, Secretary