

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, May 20, 2008**

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The regular meeting of the Bloomfield Township Public Library Board was held in the Library on Tuesday, May 22, 2008. The meeting was called to order by President, John D. MacInnes, at 7:00 p.m.

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

**Unable to attend:** Margaret Cohen

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

**Guests:** Rebecca Becker, SOC Representative; Judy Lindstrom, township resident; Iris Spencer, township resident.

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

**President's Verbal Report:**

John welcomed Judy Lindstrom, a Trustee candidate, who attended the meeting this evening. John started out by saying his report was based on his recent personal experience. Several weeks ago he spent the morning ringing the doorbells of his friends and neighbors asking if they would sign his petition to run for re-election as a Trustee for the Bloomfield Township Public Library. He then spent the afternoon gathering signatures here at the library, being careful to remain eighty five feet away from the front entrance! Despite threatening thunderstorms that day, the result of his conversations was an up to date snapshot of what Bloomfield Township residents had to say about the library. Most of the township residents John spoke with were extremely positive in their comments about Bloomfield Township Public Library. Some of the comments he received were "great building", "wonderful facility", "superb staff", "good expenditure of tax dollars", "well managed" and "we love Bloomfield Township Public Library"! There were a few who had negative comments. Those comments were "the building is too fancy and too large", "it's too hard for the elderly to get around", "it cost too much", and "bring back the gardens". John stated it was a very interesting mix of people he had the chance to talk with. There was a wide age span including families with young children, senior citizens, and high school, college and graduate students that he spoke with on that day. John also noted that many of the visitors to the library that afternoon resided

in Beverly Hills, Birmingham, Detroit, Franklin, West Bloomfield, Florida and even Allentown Pennsylvania. John stated that this was not scientific research, but it did leave him with several impressions. The library has a few critics, and probably always will. However, Bloomfield Township Public Library has a great reputation and strong community support. He noted that the library has become a regional library serving patrons from Bloomfield Township and beyond.

John presented Cecilia Marlow Stuart a Resolution for her ten years of service at Bloomfield Township Public Library. He commended Ceci on all her skills and for being such a wonderful asset to all of us at the library. He stated we will miss Ceci, and we recognize her for all she has contributed to Bloomfield Township Public Library.

### **Director's Verbal Report:**

Karen informed the Trustees that the Rewold trailer will be leaving the parking lot this week. Their working headquarters will now be in the vanilla box. All this is being done in preparation for the landscape work ahead. A lot of work will be done within the next few weeks, with installation of the larger shrubs and the gardens.

Karen reminded the Trustees about the unnumbered item in the board packet from Plante Moran. After discussing various financial topics at length with Karen, Beth Sulek-LaHousse, the library bookkeeper, and John MacInnes, president of the Library Board, the auditors prepared a letter to share with all the Trustees. Karen wanted to point out that the letter is an invitation for any Trustee with any concerns about the finances to talk to the auditors directly. The auditors prepared a letter to share with all the Trustees which invites any individual Trustee to talk to the auditors with any comment or question, and refers to a series of potential risks, none of which are evident at Bloomfield Township Public Library.

Karen informed the Trustees that the second reproduction Quest sculpture was presented to Jacqueline and Habib Mamou for their generous gift of \$5,000.00 to enhance the gardens and new terrace plantings. They were very excited to take their sculpture home and Karen was very happy to present it to them. Robert Spencer asked if the Quest sculptures were for sale. Karen stated that the current approved procedure is for a donation of \$5,000.00 or more, the donor will receive the reproduction Quest sculpture, and the sculptures are not for sale.

Karen stated that as of the filing deadline on May 13, eight applicants have signed up to run for the six positions on the Library Board. There is a write-in deadline in July that may bring more candidates. All eight candidates who met the May 13 deadline will appear on the November ballot. The candidates are Isabelle Charnov, Margaret Cohen, John D. MacInnes, Rodman N. Myers, Judith Lindstrom, Joan Luksik, Lawrence Sabbath and Pamela Williams.

### **CONSENT AGENDA MOTION**

After discussion, a motion was made by Robert Spencer, seconded by Rodman Myers **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTIONS OF THE FOLLOWING: MINUTES OF THE BOARD OF TRUSTEES MEETING ON APRIL 22, 2008; CASH DISBURSEMENTS; INTERNET ACCESS POLICY; MONTHLY REVENUES & EXPENDITURES; LETTER FROM PLANTE MORAN.**

Motion carried.

### **REGULAR AGENDA:**

Call to the Public:

John MacInnes welcomed Rebecca Becker, SOC representative; Judy Lindstrom, township resident; Iris Spencer, township resident.

## **UNFINISHED BUSINESS**

### *Library Improvements Project*

We are proceeding very well. The last phase, the Youth Room, is well underway and plans to move in are set for July. The grand opening is scheduled for October 12, 2008. Both the Director, Karen Kotulis-Carter, and Robert Spencer reported that there will likely be a need to increase the work time to improve the parking lot. We have \$40,000.00 allocated for some repairs, but this will not be adequate at this point. It was discussed that for the long term, the parking lot needs to be completely refurbished. It may be necessary to remove all or most of the old parking lot. The \$40,000.00 was projected as the cost to just re-top the existing parking lot. There are a lot of areas where the parking lot has sunk down. These repairs could be done as part of this construction project, or done in phases in the future. There was much preliminary discussion and the committee will present the figures on what the entire cost would be for these repairs soon. John MacInnes mentioned that the parking lot is an area of great concern with our patrons and much thought should be given as to how we proceed with these improvements.

### *Policy Review - Internet Access Policy*

James Bohlander reported to the Board that the Internet Access Policy has been under review since February. The committee reviewed the comments received from the Trustees on this policy and incorporated those comments within the policy. He felt the final draft answered all the questions raised during the previous months. Rodman Myers noticed several advisories we are incorporating and wondered if there was any conflict or inconsistencies in any of these. Karen stated there was no conflict or inconsistencies.

For those in attendance, John MacInnes stated that we have been reviewing policies over the past two years to bring them to a consistent format with clear wording, so they are accurate and the end result is a culmination of policies we can rely on. It has been a major effort to do so, and has been done very well under Jim's leadership. John expressed the Trustees' appreciation for Jim's effort on this committee.

After this discussion, a motion was made by James Bohlander, seconded by Robert Spencer **TO APPROVE THE INTERNET ACCESS POLICY**. Motion carried.

### *City of Bloomfield Hills Communication:*

A discussion was held with regard to the communications with the City of Bloomfield Hills. A copy of the Bloomfield Hills resident survey results was included in the Trustees' packet. A copy of a note Karen received from a patron, not wanting to "subsidize Bloomfield Hills" was also included in the packet. Karen stated that this note was not singular, she receives them frequently along with phone calls from patrons expressing their strong opinions on this matter. The Bloomfield Hills City Manager, Jay Cravens called Karen to request another meeting with the Liaison Committee. A date has not been established for this meeting as of yet. The Board felt our position was very clear at the first meeting with the representatives of Bloomfield Hills. We have been very consistent in stating we would be happy to have Bloomfield Hills under contract with this library, if they agree to provide equitable support. The audit is public information and on the internet through Plante Moran. We are not asking to make a profit, we are only asking for them to pay their fair share.

## **NEW BUSINESS**

The Finance Committee met on Monday, May 16 with Ed Schwartz from Gregory Schwartz & Co. The purpose of the meeting was to clarify concerns by Rod Myers, to consider possible options and

to arrive at a possible list of recommended options for the Library Board. Rodman Myers attended, however, Peggy Cohen was unable to attend this meeting. Ed Schwartz stated that Schwartz & Co. is watching the investment from the arbitrage standpoint and that it is not likely the investment will require arbitrage paperwork, based on the interest rate currently being earned. Rod felt he would only be comfortable investing in government securities and banks. He felt investing in any funds would not be acceptable. Edward Schwartz reiterated that the AIM fund is insured through the Securities Investor Protection Corp. for \$500,000. Ed wanted the committee to know he feels our AIM accounts are a safe investment. Karen shared that Peggy recommended leaving the funds as currently invested since there are only about three months left with these Construction Fund investments. Rod preferred the option to have Gregory Schwartz purchase Government Securities and have Schwartz manage them. The companies Ed was able to contact could not figure out how to get the actual Government Security Certificate in our hands. We can buy them ourselves, however, because the T-Bills are only available for government purchase for a thirteen or twenty-six week term we would have to find a buyer to purchase them at the right time and sell them at the right time. The Finance Committee was split on this matter. The Trustees were presented a list of the five options the Finance Committee suggested in their board packet.

After this discussion, a motion was made by John MacInnes, seconded by Rodman Myers **TO PURCHASE GOVERNMENT SECURITIES ON THE OPEN MARKET IF FEASIBLE (OPTION 5); IF THE AFORE MENTIONED MOTION IS NOT FEASIBLE, A MOTION TO PURCHASE FIVE OR SIX DIFFERENT MUTUAL FUNDS TO SPREAD THE RISK. (OPTION 4)**

Rodman Myers voted yes; 4 opposed. Motion is lost.

Karen asked the Trustees if they would like Ed Schwartz to pursue investigating the purchase of government securities on the open market. This option was not pursued.

After further discussion of this motion, a call for a second motion was made by James Bohlander, seconded by Robert Spencer **TO LEAVE THE INVESTMENTS IN AIM FOR THE FINAL THREE MONTHS OF THE CONSTRUCTION PROJECT. (OPTION 1)**

4 yes votes; Rodman Myers opposed. Motion carried.

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

A question was raised with regard to mileage for staff. Karen explained that on occasion Facility Service staff need to pick up items when Tim is not available, drive to the township and schools to empty the book return boxes on an ongoing basis.. Some of the larger expenses are for staff to attend conferences. All expenses are approved by Karen and the Department Heads.

A question was asked regarding the book rental figures on the two year comparison chart. Karen stated that our recent procedural change to make it easier for our patrons to self check rental books, has changed the revenue reporting system. E-commerce entered the system, and patrons can go online and pay fines and fees or at the self check or the circulation desk. This software package cannot split out when a person pays a fifteen cent overdue or rental. As of yesterday, book rental will be absorbed into the fines and fees revenue report. Karen stated that we are a little disappointed in this outcome.

A question was raised regarding the discrepancy in the door count figures. Karen stated there have also been questions about electronic statistic gathering. We have been investigating how these statistics are gathered. The door count is not computer related, but Karen will report to the Trustees

her findings with regard to electronic statistic gathering methods. There is the possibility that this was a typographical error in the report. Karen promised to investigate the statistics and update the Trustees.

A letter from Plante Moran explaining the increased processing and fees associated, that are required by the auditors ,was included in the board packet. Rod Myers questioned the increased costs related to this processing. John MacInnes has met with the auditors and this increased processing results in an increase in auditing costs because the auditors are required to take these additional steps. The Trustees were informed that Plante Moran will speak with the Trustees collectively and individually as part of this new process. Karen explained that the risks mentioned in this letter are potential risks only, no problems have been found at BTPL.

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

#### **OTHER**

There has been a request from the Personnel Committee for an Executive Session.  
The Board of Trustees went into Executive Session at 8:30 p.m.

The next meeting of the Board of Trustees is June 17, 2008

Submitted by:

Isabelle Charnov, Secretary