

**SOUTHFIELD PUBLIC LIBRARY BOARD REGULAR MEETING MINUTES**  
**WEDNESDAY August 9, 2017, 7 PM**  
**SOUTHFIELD ROOM**

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PRESENT: Euni Rose, Terry Selman, Carole McCollough, Bernie Cohen, Laura Mancini, Dave Ewick

I. CALL TO ORDER: The meeting was called to order by President Rose at 7:01

II. ADOPTION OF THE AGENDA

**McCollough made a motion to approve the agenda as presented. Support by Cohen. Motion carried 5-0**

III. APPROVAL OF CONSENT AGENDA ITEMS

A. Minutes of the Regular Meeting of July 12, 2017

B. August 2017 Financial Reports

C. Correspondence/Articles

**Mancini made a motion to approve items B and C of the Consent Agenda. Request that Item A be removed from the Consent Agenda and discussed during the Director's report. Support by Selman. Motion carried 5-0**

IV. FORMAL REQUESTS TO ADDRESS THE BOARD - None received

V. REPORTS

A. Deputy Librarian's Report

- a) Personnel – Betsy Soderbloom is the new Adult services head. Interviews have been held for the Library Services Aide and for Substitute Librarians. Hiring will continue with the goal to expand hours.
- b) Building – Additional bids are being sought for the repair of windows, exterior lighting, and fountain work. SPL is going to re-bid the HVAC contract. Other projects coming up: Audio-Visual equipment upgrade; Storytime room renovation; and security camera upgrade. Work on the teen room lighting continues.

B. Director's Report

- a) Taste of Southfield – will be held on Oct. 10 from 5-8 (Westin Atrium). Board members are invited to attend & the library will pay for tickets.
- b) Response to concerns brought to the July mtg. – The board discussed various responses to the concerns expressed. Ewick was directed to thank Mr. Mandelbaum for bringing his concerns to the board and to assure him that the library will act accordingly in response to the concerns.
- c) Minutes of July 12, 2017 meeting – The board members who were not present at that meeting asked questions and discussed the text in the minutes to ensure that the minutes reflect the proceedings appropriately. Ewick was given alternate language to insert into those minutes to be more accurate.

**After discussion, Selman made a motion to accept the minutes of the July 12, 2017 meeting with the agreed upon corrections. Support by McCollough. Motion carried 5-0**

d) Statistics – The board reviewed 11 years of annual statistics. *(see attached)*

VI. OLD BUSINESS

A. Long Range Plan – Ewick asked the board to review the Request for Proposals handed out at the July meeting. He proposed that the board approve distribution of the RFP as part of a Strategic/Long Range Plan process. Once the RFP goes out to bid, Ewick will return to the board to request that it award the contract to the selected bidder.

**Cohen made a motion to send out the RFP. Support by Selman. Mancini suggested a friendly amendment that all vendors must have had prior experience going through a strategic/long range planning process with a library. The amendment was accepted by Mr. Cohen. Motion carried 5-0**

B. Review of Gift Fund uses – A new request to be considered as a use of the Library's gift funds was presented: upgrading the 15 study rooms to include a way to project PC info onto a large screen.

**Mancini made a motion to authorize an upgrade to the study rooms as presented with a ceiling cost of \$45,000. Funding to come from the library's gift funds. Support by Selman. Motion carried 4-0-1 abstention.**

C. Lathrup Village contract – President Rose & City Librarian Ewick met with Frank Brock, Mayor of Lathrup Village, and Pam Bratschi, their interim City Admin. Reviewed the contract concern that LV has been under-charged since the Southfield library millage rate changed to 2.8 mills in 2012.

- Currently LV paid \$117,813 to SPL for library services (1 mill)
- Cost if LV paid at 2.8 mills. \$329,876.40
- Difference: **\$212,063.40**

To increase the LV payment amount would require them to go to the taxpayers for a millage increase as they have a separate millage for library services that is currently at 1 mill. They are willing to consider going back to the voters to request such an increase but do not know what the mood of the voters might be toward that move. They noted that the library would need to provide info to support the need for more funding by usage data along with a review of the services, programs and materials provided by the library through the contract.

City Attorney Sue Ward will be asked to review the existing contract with an eye to cleaning up the language used as to contract millages and/or amounts paid, and will gather the some statistical info to be sent to Mayor Brock.

**After discussion, the board agreed that a legal opinion from the City Attorney is the best course of action before taking any further actions and directed Ewick to do so.**

VII. NEW BUSINESS

A. 2018 Calendar of Closed Days – Ewick presented a 2018 calendar showing which holiday weekends he would like to have the library be closed in addition to City Holidays.

**McCollough made a motion to accept the presented calendar pending a review of local parochial school calendars. Support by Selman. Motion carried 5-0**

- B. Review of Meeting Room Policy – Current policy prohibits use of the meeting room & auditorium by profit making groups. A recent request was made from various city offices to use these rooms for a nearby corporation. Ewick requested that the board review the policy and consider allowing such entities to use the rooms so long as they were not selling products. There was much discussion of the pros & cons of such a change.

**Cohen made a motion to continue the policy of not allowing “for profit” entities to use the meeting room and/or auditorium. Support by Selman. Motion carried 5-0**

- C. Review of LBA meeting and LBA fund uses –
  1. **HVAC** - Approved paying all outstanding HVAC invoices from Bumler/Bass.
  2. **Humidifiers** - Approved installing new Humidifiers from TSI.
  3. **Window Repairs** – Ewick shared a quote from Lansing Glass for\$36,907; was told to get additional quotes on window work
  4. **Exterior Lighting** – approved Great Lakes Power & Lighting quote of \$28,818 to repair/upgrade lighting on the West side of the library. Directed Ewick to secure multiple quotes for the East side work.
  5. **Fountain** – reviewed a quote from Baruzzini Aquatics to replace the fountain at a cost of \$350,000-475,000. Discussion led to an understanding that DPW will look into other options.
  6. **LBA fund budget** – reviewed the proposed use of these funds for the next 3 years. Decided to vote on each project individually when they come up; and to review the plan annually. No vote was taken.

IX. PUBLIC COMMENTS

- A. President Rose read a Thank You note from Peggy Ewick thanking the board for memorializing her mother with a gift book in the collection.
- B. President Rose shared a Thank You note from a patron to Safety Officers Frank Weaver and Daniel McMurtry for helping her locate a lost child.

- X. ADJOURNMENT: The meeting was adjourned at 8:56 through a motion by McCollough with support from Mancini. Motion carried 5-0

**Next Board meeting is scheduled for Wednesday, September 13, 2017 at 7pm.**