

REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
September 16, 2013

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday September 16, 2013 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:01 p.m.

Members present: Fred Inman                      David Wirth  
                         Hugh Laird                      Reva Wujcik  
                         Betsy Lepak

Members Absent: Michelle Baker (exc) and Lonita Love

Also present: Lisa Hoenig, Director  
                         Huberta Karpinski, Recording Clerk  
                         Harvey DeWitt, Building Supervisor  
                         Nick Tochman, Plante and Moran  
                         Beth Jachman, Redford Observer  
                         Jay Johnson, Redford Township Trustee  
                         Vickie Gazzarari, Miss Vickie's Café

**MOTION**

A motion was made by Fred Inman to approve the agenda with the addition of 'H' Calculation of needs. The motion was seconded by David Wirth and passed.

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

**MOTION**

Fred Inman made a motion, seconded by Betsy Lepak, to approve the warrant requests of June 27, July 11 and 25, August 8 and 23, and September 6, 2013. The motion passed.

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by David Wirth and seconded by Fred Inman to approve the minutes of the Public Hearing and the Regular Meeting of June 17, 2013. The motion passed.

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

## **CITIZEN'S COMMENTS**

No citizens made comments.

Chairperson Wujcik introduced Nick Tochman who presented the Audit Report and detailed it's provisions for the Board.

## **FINANCIAL REPORT**

In the absence of Treasurer Lonita Love the Director reported the following:  
Accounts for the month of June 2013:

\$ 79,953.31	JP Morgan (Bond) as of as of 6/28/2013
\$ 309,462.36	Comerica J-Fund as of 6/30/2013
\$ 245,050.00	Public Service Credit Union (CD) as of 6/18/2013
\$ 2,712,629.74	UBS (Investments) as of 6/28/2013
\$ 5,511.79	Comerica (Health Reimbursement Acct.) as of 6/30/2013

June UBS results were 1.58%, YTD +.86%, since inception +1.93%. For comparison: three month US Treasury notes for June -.02%.

Accounts for the month of July 2013:

\$ 79,954.60	JP Morgan (Bond) as of 7/31/2013
\$ 382,634.26	Comerica J-Fund as of 7/31/2013
\$ 245,051.01	Public Service Credit Union (CD) as of 7/31/2013
\$ 2,707,705.77	UBS (Investments) as of 7/31/2013
\$ 5,040.75	Comerica (Health Investment Accounts) as of 7/31/2013

July UBS results were -0.17%, YTD -1.01% and since inception +1.86%. For comparison: three month US Treasury notes for July +.00%.

Accounts for the month of August 2013:

\$ 79,955.89	JP Morgan (Bond) as of 8/30/2013
\$ 844,140.74	Comerica J-Fund as of 8/31/2013
\$ 245,051.01	Public Service Credit Union as of 8/31/2013
\$ 2,190,898.89	UBS (Investments) as of 8/30/2013
\$ 4,214.96	Comerica Health Reimbursement Account) As of 8/31/2013

August UBS results were -0.51%, YTD -1.74% and since inception +1.64%. For comparison: US Treasury notes for August +.00%.

### **MOTION**

Fred Inman made a motion, seconded by Betsy Lepak, to approve the Financial Report as given. The motion passed.

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

### **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig presented the budget to actual report.

### **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of June was down 6.67% to 24,926; for the month of July was down 4.07% to 23,742; and for the month of August was down 11.34% to 24,296. Revenues including fines, taxes computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including, for the month of June, pay phone revenue, community foundation grant, Kroger community rewards, Memorial Day parade float contest prize, Livonia High Nooners Lions Club donation, and a cash donation totaled \$7,872.60; for the month of July Wayne County Delinquent Tax Settlement for June, the Library Network Paypal fine collection, pay phone revenue, Hugh Laird donation and Blue Cross premium refund for 2012 totaled \$102,110.67 and for the month of August Wayne County penal fines, State of Michigan second and final state aid payment, pay phone revenue, State of Michigan unclaimed property and the State of Michigan Renaissance Zone reimbursement totaled \$57,848.54. Computer usage including Internet in June rose by 59.39% to 5,056 hours for the month of July rose 53.92% to 5,869 hours and for the month of August 37.67% to 5,661 hours. These increases were due to the addition of wireless Internet. There were 12,589 people visiting the Library in June 9.33 % fewer than in June 2012, the figures for July are not available due to equipment failure, and in August 27.09% fewer than in August 2012, 14327 people. We sent 2,761 books to other libraries in June, 9.33% fewer than in June 2012; 3,185 books in July, 12.84% fewer than in July 2012 and in August 3,046 books, 8.88% fewer than in August 2012. We borrowed 1,861 books in June, 14.87% fewer, 2,206 books in July, 12.84% fewer and 2,110 books in August, 22.88 % fewer than in August 2012. for use by Redford patrons. The incident reports were reviewed and discussed. The Director also commented the new website and computer classes have been well received. She also described the demise of Michcard.

Chairperson Reva Wujcik stated until and unless a person is named to replace her she will continue to represent the Redford Union Schools on the Library Board. She also reminded the Board that last year's election of Board officers was for a two year term.

### **COMMITTEE REPORTS**

There were no committee reports.

## **OLD BUSINESS**

No old business was transacted.

## **NEW BUSINESS**

Chairperson Wujcik reappointed all committee members to their current assignments.

Director Lisa Hoenig presented the schedule of Library Board meeting dates and times for the 2013-2014 year.

## **MOTION**

David Wirth made a motion to approve the schedule of Library Board meetings. The motion was seconded by Fred Inman and passed.

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

The Director reminded the Board the current three year contract for HVAC maintenance expires in October. Harvey DeWitt released a request for proposals on June 21, 2013. Seven submissions were received and reviewed. Because the system has functioned well under their care and because their proposal is fair the recommendation is to reward the contract to the current vendor Tech Mechanical.

Discussion ensued re the provisions of the contract and Harvey DeWitt answered questions from the Board.

## **MOTION**

A motion was made by David Wirth and seconded by Betsy Lepak to award a three year maintenance contract to Tech Mechanical for \$86,400. The motion passed

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

Director Lisa Hoenig explained the advantages of converting the outside lighting to LED. The Capital Improvement Budget has set aside \$29,000 for this purpose. Harvey DeWitt released a request for proposals on June 21, 2013. Eight submissions were received and reviewed. The recommendation is to award the contract to Contractor's Group Electric, a Redford business. Discussion ensued re the provisions of the contract and a dimming option. Harvey DeWitt answered questions from the Board.

## **MOTION**

A motion was made by Fred Inman and seconded by Betsy Lepak to award the outdoor lighting conversion contract to Contractor's Group Electric with the dimming option included for \$29,206. The motion passed.

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

Chairperson Reva Wujcik introduced Vickie Gazzarari to the Board and described her tenure at the Café.

**MOTION**

Betsy Lepak made a motion, seconded by Fred Inman to approve the signing of a lease for the café to Vickie Gazzarari. The motion passed.

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

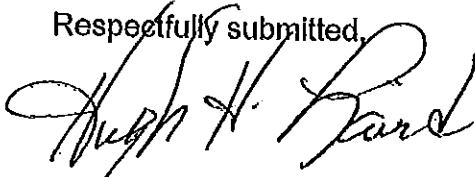
Nays: None

The Director reviewed the State of Michigan Unclaimed Property situation. She reported the Finance Director is uncomfortable providing advice concerning the distribution of the funds and suggests consulting an attorney. By concensus the Board agreed to the hiring of an attorney.

Discussion ensued re the calculation of the amount of new millage necessary for financial stability. Plante and Moran will work with the Director to create three scenarios for \$2,800 to \$3,200 be presented at the October meeting.

The meeting was adjourned at 5:34 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Hugh H. Laird".

Hugh H. Laird  
Secretary

Recorded by Huberta Korplinski

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
October 21, 2013**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday October 21, 2013 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:00 p.m.

Members present:	Michelle Baker (arr. 4:07)	Lonita Love
	Fred Inman	David Wirth
	Hugh Laird	Reva Wujcik
	Betsy Lepak	

Member Absent: None

Also present: Lisa Hoenig, Director  
Huberta Karpinski, Recording Clerk  
Harvey DeWitt, Building Supervisor  
Polly Koenigsknecht, Library Marketing Group

**MOTION**

A motion was made by Fred Inman to approve the agenda. The motion was seconded by Lonita Love and passed.

Ayes: Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

David Wirth made a motion, seconded by Lonita Love, to approve the warrant requests of September 19 and October 3 and 18, 2013. The motion passed.

Ayes: Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by Betsy Lepak and seconded by Fred Inman to approve the minutes of the meeting of September 16, 2013. The motion passed.

Ayes: Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

Chairperson Wujcik introduced Polly Koenigsknecht of the Library Marketing Group to speak later in the meeting.

## **FINANCIAL REPORT**

Treasurer Lonita Love reported the following:

\$ 79,957.14	JP Morgan (Bond) as of 9/30/2013
\$ 1,166,750.76	Comerica J-Fund as of 9/30/2013
\$ 245,051.01	Public Service Credit Union (CD) as of 9/30/2013
\$ 2,193,297.06	UBS (Investments) as of 9/30/2013
\$ 3,675.79	Comerica (Health Reimbursement Acct.) as of 9/30/2013

September UBS results were 0.13%, YTD 1.61%, since inception +1.64%. For comparison three month US Treasury notes for September +.00%

## **MOTION**

David Wirth made a motion, seconded by Fred Inman, to approve the Financial Report as given. The motion passed.

Ayes: Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

## **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig reviewed the Budget to Actual Report and answered questions from the Board.

## **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of September was down 1.39% to 24,195. Revenues including fines, faxes, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including Kroger Community Rewards, Cookie Lady Health Department fee reimbursement #1 of 7 and Wayne County Delinquent Tax settlement for the month of September totaled \$10,977.89. Computer usage including Internet rose 12.14% to 3,778 hours for the month of September. There were 14,607 people visiting the Library, 15.78% fewer than in the month of September 2012. We sent 3,141 books to other libraries, an increase of 1.91% and borrowed 4.39% fewer than last year, 1,983 books, for use by Redford patrons.

The incident reports were reviewed and discussed.

The computer classes continue to be very popular.

Reva Wujcik has been reappointed by the Redford Union Schools.

## **COMMITTEE REPORTS**

No committee reports were presented.

## **OLD BUSINESS**

No old business was transacted.

Nays: None.

Chairperson Reva Wujcik introduced Vickie Gazzarari to the Board and described her tenure at the Café.

**MOTION**

Betsy Lepak made a motion, seconded by Fred Inman to approve the signing of a lease for the café to Vickie Gazzarari. The motion passed.

Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

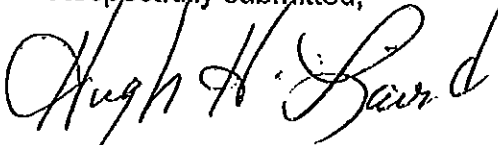
Nays: None

The Director reviewed the State of Michigan Unclaimed Property situation. She reported the Finance Director is uncomfortable providing advice concerning the distribution of the funds and suggests consulting an attorney. By concensus the Board agreed to the hiring of an attorney.

Discussion ensued re the calculation of the amount of new millage necessary for financial stability. Plante and Moran will work with the Director to create three scenarios for \$2,800 to \$3,200 be presented at the October meeting.

The meeting was adjourned at 5:34 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Hugh H. Laird".

Hugh H. Laird  
Secretary

Recorded by Huberta Karpinski



REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING  
NOVEMBER 4, 2013

The special meeting of the Redford Township District Library Board of Trustees was held on Monday November 4, 2013 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:03 p.m.

Members present:	Michelle Baker	Lonita Love (arr. 4:05)
	Fred Inman	David Wirth
	Hugh Laird	Reva Wujcik
	Betsy Lepak	

Member Absent:     None.

Also present:        Lisa Hoenig, Director  
                         Huberta Karpinski, Recording Clerk

**MOTION**

A motion was made by Hugh Laird to approve the agenda. The motion was seconded by Fred Inman and passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

**MOTION**

David Wirth made a motion, seconded by Fred Inman, to approve the minutes of the meeting of October 21, 2013. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

Chairperson Reva Wujcik reminded the Board of the questions and answers period with Polly Koenigsknecht at the last meeting.

Director Lisa Hoenig reviewed the scenarios presented.

Discussion ensued re the course to follow to resolve the revenue problem looming in the near future. Times and suggestions for instituting a millage campaign were detailed.

**MOTION**

Fred Inman made a motion, seconded by Betsy Lepak, to explore requesting voter's approval of a 1.4 operating millage increase for eight years at the November election in 2014.

The motion passed.

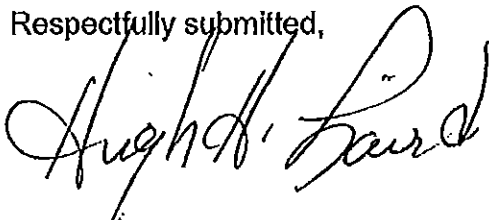
Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

By consensus the Board asked the Director to arrange a meeting with the members of the Strategic Plan Committee and other Library supporters for feedback and suggestions on developing a Millage Campaign Committee.

The meeting was adjourned at 5:27 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Hugh Laird". The signature is written in a cursive, flowing style with a large initial "H" and "L".

Hugh Laird  
Secretary

Recorded by Huberta Kerpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
November 18, 2013**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday November 18, 2013 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:05 p.m.

Members present:	Michelle Baker ( arr. 4:14)	Betsy Lepak
	Fred Inman	Lonita Love
	Hugh Laird	Reva Wujcik

Member Absent: David Wirth

Also present: Lisa Hoenig, Director  
Huberta Karplinski, Recording Clerk

**MOTION**

A motion was made by Hugh Laird to approve the agenda as amended. The motion was seconded by Fred Inman and passed.

Ayes: Inman, Laird, Lepak, Love and Wujcik.

Nays: None.

**MOTION**

Fred Inman made a motion, seconded by Lonita Love, to approve the warrant requests of November 8 and 15, 2013. The motion passed.

Ayes: Inman, Laird, Lepak, Love and Wujcik.

Nays: None.

**MOTION**

A motion was made by Lonita Love and seconded by Betsy Lepak to approve the minutes of the meeting of November 4, 2013. The motion passed.

Ayes: Inman, Laird, Lepak, Love and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

No citizens were present.

## **FINANCIAL REPORT**

Treasurer Lonita Love reported the following:

\$ 548,275.79	JP Morgan (Bond) as of 10/31/2013
\$ 543,621.51	Comerica J-Fund as of 10/31/2013
\$ 245,051.01	Public Service Credit Union (CD) as of 10/31/2013
\$ 2,195,085.28	UBS (Investments) as of 10/31/2013
\$ 7,901.32	Comerica (Health Reimbursement Acct.) as of 10/31/2013

October UBS results were 0.07%, YTD -1.52%, since Inception +1.63%. For comparison three month US Treasury notes for October +.00%.

## **MOTION**

Fred Inman made a motion, seconded by Hugh Laird, to approve the Financial Report as given. The motion passed.

Ayes: Inman, Laird, Lepak, Love and Wujcik.

Nays: None.

## **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig reviewed the Budget to Actual report and answered questions from the Board.

## **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of October was down 7.65% to 25,305. Revenues including fines, fares, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including Cookie Lady Health Department fee reimbursement payment #2 of 7, "Adopt a Magazine" donation, pay phone revenue and Wayne County Delinquent Tax Settlement for September totaled \$10,741.39. Computer usage including Internet dropped 6.32% for the month of October. There were 13,050 people visiting the Library, 36.14% fewer than in the month of October 2012. The people counter has been notably inaccurate since July 2013 and is being replaced. We sent 2,927 books to other libraries, a decrease of 12.50% and borrowed 36.83% fewer than last year, 2113 books, for use by Redford patrons.

Director Lisa Hoenig detailed the reasons for changing the credit card agent to Carey Dowdy of Java Payment Services.

## **COMMITTEE REPORTS**

There were no committee reports.

## **OLD BUSINESS**

No old business was transacted.

**NEW BUSINESS**

Director Lisa Hoenig explained the need to close the Library earlier this year than last year to prepare for the Books and Bytes Benefit. Discussion ensued re the early closure.

**MOTION**

Hugh Laird made a motion to close the Library at 1:00 p.m. on Friday April 11, 2014 to prepare for the Books and Bytes Benefit. The motion was seconded by Lonita Love and passed.

Ayes: Baker, Inman, Laird, Lepak, Love and Wujcik.

Nays: None.

Director Lisa Hoenig reminded the Board of the provisions of Michigan Public Act 152 of 2011 and recommended the Board agree to continue to opt out.

**MOTION**

Hugh Laird made a motion, seconded by Betsy Lepak, to continue to opt out of the provisions of Michigan Public Act of 2011, The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love and Wujcik.

Nays: None.

The Director reported the conditions of the replacement for MichiCard developed by the Suburban Library Cooperative and the Michigan Cooperative Directors Association. Discussion ensued re the advantages and disadvantages of joining.

**MOTION**

Hugh Laird made a motion, seconded by Michelle Baker, to approve the signing of the MILibrary Card Reciprocal Borrowing Agreement. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love and Wujcik.

Nays: None.

Director Lisa Hoenig displayed a picture of a change recommended for our lighting conversion plan and answered questions from the Board.

**MOTION**

A motion was made by Fred Inman and seconded by Michelle Baker to accept the change to the lighting conversion plan at a cost of \$1554. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love and Wujcik.  
Nays: None.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Hugh H. Laird". The signature is written in dark ink and is positioned above the printed name and title.

Hugh Laird  
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
DECEMBER 16, 2013**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday December 16, 2013 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:04 p.m.

Members present:	Michelle Baker	Lonita Love
	Fred Inman	David Wirth
	Hugh Laird	Reva Wujcik

Member Absent: Betsy Lepak (exc)

Also present: Lisa Hoenig, Director  
Huberta Karplinski, Recording Clerk

**MOTION**

A motion was made by David Wirth to approve the amended agenda. The motion was seconded by Lonita Love and passed.

Ayes: Baker, Inman, Laird, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

Fred Inman made a motion, seconded by Lonita Love, to approve the warrant requests of November 22, 27 and December 13, 2013. The motion passed.

Ayes: Baker, Inman, Laird, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by Fred Inman and seconded by Hugh Laird to approve the minutes of the meeting of November 18, 2013. The motion passed.

Ayes: Baker, Inman, Laird, Love, Wirth and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

No citizens were present.

## **FINANCIAL REPORT**

Treasurer Lonita Love reported the following:

\$ 548,284.79	JP Morgan (Bond) as of 11/29/2013
\$ 406,257.99	Comerica J-Fund as of 11/30/2013
\$ 245,051.01	Public Service Credit Union (CD) as of 11/30/2013
\$ 2,198,709.22	UBS (Investments) as of 11/29/2013
\$ 4,446.80	Comerica (Health Reimbursement Acct.) as of 11/30/2013

November UBS results were 0.13%, YTD -1.41%, since inception +1.63%. For comparison three month US Treasury notes for November +.00%.

## **MOTION**

David Wirth made a motion, seconded by Fred Inman, to approve the Financial Report as given. The motion passed.

Ayes: Baker, Inman, Laird, Love, Wirth and Wujcik.

Nays: None.

## **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of November was down 5.36% to 23,085. Revenues including fines, taxes, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including donations and Cookie Lady Health Department fee reimbursement payment # 3 of 7 totaled \$7,851.52. Computer usage including Internet rose by 33.98% for the month of November. There were 11,839 people visiting the Library, 23.81% fewer than in the month of November 2012. We sent 2,604 books to other libraries, a decrease of 5.92% and borrowed 22.38% fewer than last year, 1,866 books, for use by Redford patrons.

The Incident reports were reviewed and discussed.

The Director also reported the new door count system is encouraging. In seventeen days of service between November 18 and December 10 it counted 643 more people including the slow days around Thanksgiving and the bitter cold days in December.

## **COMMITTEE REPORTS**

There were no Committee Reports.

## **OLD BUSINESS**

Director Lisa Hoenig reviewed the discussion at the Strategic Plan Committee meeting held December 4 to explore the Board's millage ideas with the group. Reva Wujcik and Fred Inman commented on their conclusions from the meeting.



Director Lisa Hoenig reported on the funds received from the State of Michigan Unclaimed Property Division. She presented three options for the distribution of the funds.

**MOTION**

Hugh Laird made a motion, seconded by David Wirth, to deposit the funds from the State of Michigan Unclaimed Property Division in the Library Miscellaneous Revenue Account with the understanding that any claimant that comes forward will be entitled as determined. The motion passed.

Ayes: Baker, Inman, Laird, Love, Wirth and Wujcik.

Nays: None

**NEW BUSINESS**

Director Lisa Hoenig suggested that to ensure the best chance of success for the millage campaign the Board agree to the Consulting Service Proposal from the Library Marketing Group.

Discussion ensued re the Consulting Service Proposal from the Library Marketing Group,

**MOTION**

Hugh Laird made a motion to accept the proposal for Consulting Services from the Library Marketing Group not to exceed 180 billable hours. The motion was seconded by Fred Inman and passed.

Ayes: Baker, Inman, Laird, Love and Wirth.

Nays: Wujcik.

Director Lisa Hoenig explained The Library Network has presented a Download Destination Participating Library Service Agreement and recommends the Board approve the resolution.

**MOTION**

David Wirth made a motion to approve The Library Network Download Destination Participating Library Service Agreement resolution. The motion was seconded by Hugh Laird and passed.

Ayes: Baker, Inman, Laird, Love, Wirth and Wujcik.

Nays: None

Director Lisa Hoenig requested the Board agree to an application for a one day Liquor License for the date of the Books and Bytes Benefit.

**MOTION**

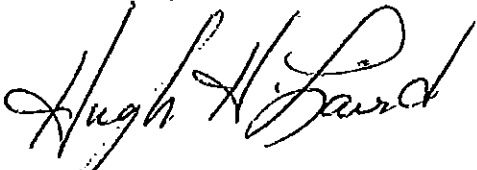
A motion was made by David Wirth and seconded by Lonita Love to apply for a one day Liquor License for the Books and Bytes Benefit event on April 11, 2014. The motion passed.

Ayes: Baker, Inman, Laird, Love, Wirth and Wujcik.

Nays: None.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Hugh H. Laird". The signature is written in dark ink and is positioned above the printed name and title.

Hugh H. Laird  
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
January 27, 2014**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday January 27, 2014 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:03 p.m.

Members present:	Michelle Baker	Lonita Love (arr. 4:08)
	Fred Inman	David Wirth
	Hugh Laird	Reva Wujcik
	Betsy Lepak	

Member Absent: None

Also present: Lisa Hoenig, Director  
Huberta Karpinski, Recording Clerk  
Beth Jachman, Redford Observer

**MOTION**

A motion was made by David Wirth to approve the agenda. The motion was seconded by Fred Inman and passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

**MOTION**

Hugh Laird made a motion, seconded by Fred Inman, to approve the warrant requests of December 26, 2013 and January 9 and 24, 2014. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by Hugh Laird and seconded by David Wirth to approve the minutes of the meeting of December 16, 2013. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

No citizens made comments.

## **FINANCIAL REPORT**

In the absence of Treasurer Lonita Love Director Lisa Hoenig reported the following:

\$ 548,294.09	JP Morgan (Bond) as of 12/31/2013.
\$ 307,774.70	Comerica J-Fund as of 12/31/2013
\$ 245,051.01	Public Service Credit Union (CD) as of 12/31/2013
\$ 2,201,577.78	UBS (Investments) as of 12/31/2013
\$ 3,112.86	Comerica (Health Reimbursement Acct.) as of 12/31/2013

December UBS results were 0.15%, YTD -1.26%, since inception +1.63%. For comparison three month US Treasury notes for December +0.00%.

## **MOTION**

David Wirth made a motion, seconded by Betsy Lepak, to approve the Financial Report as given. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

## **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig reviewed the budget to actual figures and answered questions from the Board.

## **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of December was down 5.45% to 21,184. Revenues including fines, faxes, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including donations from November 27 through December 17, 2013, The Library Network e-rate rebate, a Community Foundation grant, Cookle Lady Health Department fee reimbursement payment #4 of 7 and Kroger Community Rewards totaled \$13,135.78. Computer usage including Internet rose by 44.63% for the month of December. There were 10,710 people visiting the Library, 19.18% fewer than in the month of December 2012. The decrease is probably due to last month's extreme cold and very harsh weather. We sent 2,533 books to other libraries, an decrease of 9.95% and borrowed 15.65% fewer than last year, 1,843 books, for use by Redford patrons.

The incident reports were reviewed and discussed.

Director Lisa Hoenig mentioned the obituary for Doris Marie Snudden requested donations be made to the Library and three donations have been received so far. An appropriate tribute will be chosen.

## **COMMITTEE REPORTS**

No committee reports were presented.

## **OLD BUSINESS**

No old business was transacted.

## **NEW BUSINESS**

Director Lisa Hoenig reviewed the cost cutting measures already in effect and suggested possible cuts if the Library does not secure additional revenue. She also explained the current Retiree Health fund. Discussion ensued re the budget for Fiscal Year 2015 and holding the fund balance at approximately its current level. Chairperson Reva Wujcik reminded the Board of the scenarios previously discussed and consequences of failure to increase the revenue. She stated the majority of the citizens at the community meeting in December were in favor of requesting a 1.9 millage increase but the Board felt it more responsible to ask the voters for the middle of the road amount 1.4 mills.

## **MOTION**

Hugh Laird made a motion to place a request for an additional 1.4 mills of funding for eight years on the November 5, 2014 ballot. The motion was seconded by Fred Inman and passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

Director Lisa Hoenig presented the proposed holiday closings for 2015. Discussion ensued re the possible closure on Saturdays July 5, and December 26, 2015.

## **MOTION**

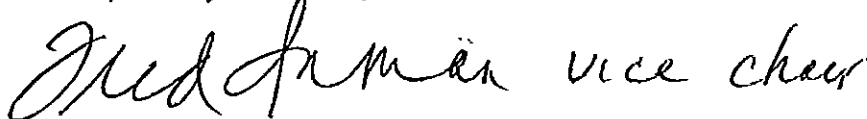
Fred Inman made a motion, seconded by David Wirth, to approve the holiday closings for Fiscal Year 2015 as presented. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,



*Hugh H. Laird* vice chair

Hugh H. Laird  
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
February 24, 2014**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday February 24, 2014 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:02 p.m.

Members present: Michelle Baker                      Lonita Love  
Fred Inman                                      David Wirth  
Betsy Lepak                                      Reva Wujcik

Member Absent: Hugh Laird (exc)

Also present: Lisa Hoenig, Director  
Huberta Karpinski, Recording Clerk  
Beth Jachman, Redford Observer

**MOTION**

A motion was made by Fred Inman to approve the agenda as amended. The motion was seconded by David Wirth and passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

David Wirth made a motion, seconded by Fred Inman, to approve the warrant requests of February 6 and 13, 2014. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

Fred Inman made a motion, seconded by Betsy Lepak, to approve the warrant requests of February 28, 2014. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by David Wirth and seconded by Lonita Love to approve the minutes of the meeting of January 27, 2014. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

No citizens comments were offered.

## **FINANCIAL REPORT**

Treasurer Lonita Love reported the following:

\$ 548,303.39	JP Morgan (Bond) as of 1/31/2014
\$ 435,912.10	Comerica J-Fund as of 1/31/2014
\$ 245,051.01	Public Service Credit Union (CD) as of 1/31/2014
\$ 2,206,197.75	UBS (Investments) as of 1/31/2014
\$ 7,841.84	Comerica (Health Reimbursement Acct.) as of 1/31/2014

January UBS results were 0.23%, YTD 0.23%, since inception +1.91%. For comparison three month US Treasury notes +.02%.

## **MOTION**

Fred Inman made a motion, seconded by Betsy Lepak, to approve the Financial Report as given. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik.

Nays: None.

## **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig reviewed the Budget to Actual Report and answered questions from the Board.

## **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of January was down 17.63% to 22,261. Revenues including fines, taxes, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including donations from December 18, 2013 to January 28, 2014 and Cookie Lady Health Department fee reimbursement payment # 5 of 7 totaled \$9,161.92. Computer usage including Internet was up 8.15% for the month of January. There were 10,633 people visiting the Library, 29.40% fewer than in the month of January 2013. The decrease can be explained by January's extreme weather with two snow days and one evening closure. We sent 2,571 books to other libraries, a decrease of 23.93% and borrowed 16.71% fewer than last year, 1,984 books, for use by Redford patrons.

The incident report was reviewed and discussed.

Director Lisa Hoenig described the Declaration for the Right to Libraries signing ceremony.

She also announced South Redford School District will put on display a 1928 Ford Model A to arrive Sunday March 30, 2014.

## **COMMITTEE REPORTS**

Michelle Baker reported the Personnel Committee meeting of February 19, 2014. The committee recommends modest staff bonuses to be paid from funds remaining at the end of the year.

Lonita Love reported the Budget Committee meeting of February 19, 2014. The committee recommends approval of the draft Fiscal Year 2014-2015 Budget.

#### **OLD BUSINESS**

No old business was transacted.

#### **NEW BUSINESS**

Director Lisa Hoenig presented the draft Fiscal Year 2014-2015 Budget and answered questions from the board.

#### **MOTION**

Betsy Lepak made a motion to approve the staff bonuses in the total amount of \$8,827.30 as recommended by the Personnel Committee. The motion was seconded by Fred Inman and passed.

Ayes: Baker, Inman, Lepak, Love and Wujcik.

Nays: Wirth.

Discussion ensued re the scheduling of the Budget Public Hearing.

#### **MOTION**

A motion was made by Betsy Lepak and seconded by David Wirth to schedule the Public Hearing for the Fiscal Year 2014-2015 Budget at 4:00 p.m. March 17, 2014 with the regular Board Meeting immediately following. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik.

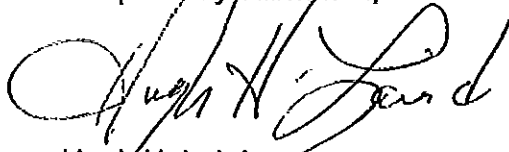
Nays: None.

Chairperson Reva Wujcik presented the Redford Township District Library Millage Talking Points as compiled by Polly Koenigsknecht and Director Lisa Hoenig.

Discussion ensued re the Millage Talking Points.

The meeting was adjourned at 5:07 p.m.

Respectfully submitted,



Hugh H. Laird  
Secretary



REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES PUBLIC HEARING  
March 17, 2014

A Public Hearing for the purpose of discussing the proposed 2014-2015 budget for the Redford Township District Library was held on Monday March 17, 2014 in the Library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:00 p.m.

Members present: Michelle Baker                      Betsy Lepak  
Fred Inman    David Wirth  
Hugh Laird    Reva Wujcik

Member Absent: Lonita Love

Also present: Lisa Hoenig, Director  
Huberta Karpinski, Recording Clerk  
Harvey DeWitt, Building Supervisor

**MOTION**

A motion was made by Fred Inman to approve the agenda. The motion was seconded by David Wirth and passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

The proposed Budget for the 2014-2015 fiscal Year was introduced by Director Lisa Hoenig.

No citizens were in attendance.

**MOTION**

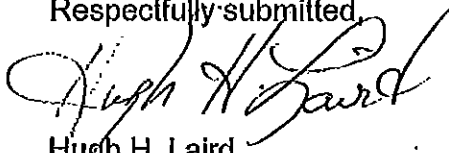
David Wirth made a motion, seconded by Fred Inman, to adjourn the Public Hearing. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

The Public Hearing was adjourned at 4:03 p.m.

Respectfully submitted,



Hugh H. Laird  
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
March 17, 2014**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday March 17, 2014 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:03 p.m.

Members present:	Michelle Baker	Lonita Love (arr 4:04 p.m.)
	Fred Inman	David Wirth
	Hugh Laird	Reva Wujcik
	Betsy Lepak	

Member Absent: None

Also present: Lisa Hoenig, Director  
Huberta Karpinski, Recording Clerk  
Harvey Dewitt, Building Supervisor

**MOTION**

A motion was made by David Wirth to approve the agenda. The motion was seconded by Hugh Laird and passed.

Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.

Nays: None.

**MOTION**

Fred Inman made a motion, seconded by David Wirth, to approve the warrant requests of March 6, 2014. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by David Wirth and seconded by Lonita Love to approve the minutes of the meeting of February 24, 2014. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

No citizens were present.

## **FINANCIAL REPORT**

Treasurer Lonita Love reported the following:

\$ 548,311.78	JP Morgan (Bond) as of 2/28/2014
\$ 504,918.63	Comerica J-Fund as of 2/28/2014
\$ 245,051.01	Public Service Credit Union (CD) as of 2/28/2014
\$ 2,208,944.99	UBS (Investments) as of 2/28/2014
\$ 6,132.87	Comerica (Health Reimbursement Acct.) as of 2/28/2014

February UBS results were 0.09%, YTD 0.35%, since inception +1.91%. For comparison three month US Treasury notes for February +.01%

## **MOTION**

Hugh Laird made a motion, seconded by Fred Inman, to approve the Financial Report as given. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

## **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig reviewed the Budget to Actual Report and answered questions from the Board.

## **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month February of was down 2.85% to 22,932. Revenues including fines, taxes, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including donations from January 29 to February 25, 2014, PayPal fine collection, Cookie Lady Health Department fee reimbursement payment #6 of 7, Wayne County Delinquent Tax settlement for January and Pay Phone revenue totaled \$11,652.33. Computer usage including Internet for the month of February rose by 31.15%. There were 11,015 people visiting the Library, 25.50% fewer than in the month of February 2013. We experienced another month of difficult driving conditions and prohibitive temperatures. We sent 2,688 books to other libraries, a decrease of 6.89% and borrowed 13.47% fewer than last year, 1,934 books, for use by Redford patrons. Director Lisa Hoenig explained Standard and Poor's Rating Services has lowered the Library's credit rating from "AA" to "AA-" and changed the outlook from negative to stable.

Discussion ensued re the Focus Group meeting for millage planning.

## **COMMITTEE REPORTS**

No committee reports were presented.

## **OLD BUSINESS**

No old business was transacted.

## **NEW BUSINESS**

Director Lisa Hoenig reviewed the Budget proposal and presented three changes from the draft reviewed in February. She answered questions from the Board.

### **MOTION**

Lonita Love made a motion, seconded by Fred Inman, to approve the fiscal year 2015 Budget with an operating millage rate of .9233 and debt reduction millage rate of .7917. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None

Director Lisa Hoenig described the Fiscal Year 2014 amendment to transfer funds without an increase in the appropriation from the Fund Balance.

### **MOTION**

Hugh Laird made a motion to approve the Fiscal Year 2014 Budget Amendment. The motion was seconded by David Wirth and passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

Chairperson Reva Wujcik introduced Building Supervisor Harvey DeWitt. He reported he received twelve proposals for Landscaping contracts. Discussion ensued re the provisions and the costs of the various proposals. Mr. DeWitt stated after investigation he recommends the Board accept the contract with Maverick Property Maintenance.

### **MOTION**

Betsy Lepak made a motion to approve a three year contract with Maverick Property Maintenance of Plymouth at a cost of \$2,548 per year. The motion was seconded by Fred Inman and passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

Director Lisa Hoenig requested the Board accept the resolution of the Board of Trustees of the Community Foundation for Southeast Michigan to grant the Library \$920.00 from the Frances Carpenter Endowment Fund in 2014.

### **MOTION**

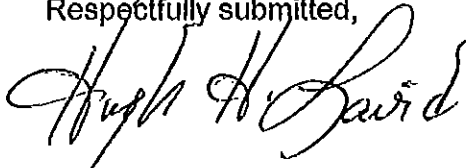
Hugh Laird made a motion, seconded by David Wirth, to accept the resolution of the Board of Trustees of the Community Foundation for Southeast Michigan to grant the Library \$920.00 from the Frances Carpenter Endowment Fund in 2014. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth, and Wujcik.

Nays: None.

The meeting was adjourned at 4:49 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Hugh H. Laird". The signature is written in dark ink and is positioned above the printed name and title.

Hugh H. Laird  
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
April 21, 2014**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday April 21, 2014 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:02 p.m.

Members present: Michelle Baker                      David Wirth  
Fred Inman    Reva Wujcik  
Hugh Laird

Members Absent: Lepak and Love

Also present: Lisa Hoenig, Director  
Huberta Karpinski, Recording Clerk

**MOTION**

A motion was made by David Wirth to approve the amended agenda. The motion was seconded by Fred Inman and passed.

Ayes: Baker, Inman, Laird, Wirth and Wujcik.

Nays: None.

**MOTION**

Hugh Laird made a motion, seconded by David Wirth, to approve the warrant requests of March 21, April 4, 11, and 16, 2014. The motion passed.

Ayes: Baker, Inman, Laird, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by Fred Inman and seconded by David Wirth to approve the minutes of the Budget Public Hearing and the regular meeting of March 17, 2014. The motion passed.

Ayes: Baker, Inman, Laird, Wirth and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

No citizens were present.

## **FINANCIAL REPORT**

In the absence of Treasurer Lonita Love Director Lisa Hoenig reported the following:

\$ 625,118.09	JP Morgan (Bond) as of 3/31/2014
\$ 551,529.19	Comerica J-Fund as of 3/31/2014
\$ 245,051.01	Public Service Credit Union (CD) as of 3/31/2014
\$ 2,213,291.78	UBS (Investments) as of 3/31/2014
\$ 4,488.04	Comerica (Health Reimbursement Acct.) as of 3/31/2014

March UBS results were 0.19%, YTD 0.54%, since inception +1.91%. For comparison three month US Treasury notes +0.1%

## **MOTION**

Hugh Laird made a motion, seconded by Fred Inman, to approve the Financial Report as given. The motion passed.

Ayes: Baker, Inman, Laird, Wirth and Wujcik.

Nays: None.

## **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig reviewed the Budget to Actual report figures.

## **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of March was down 0.15% to 25,286. Revenues including fines, taxes, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including donations from February 26, to March 25, 2014, Kroger Community Rewards, Morningstar refund, Cookie Lady Health Department fee reimbursement payment #7 of 7 and Wayne County Delinquent Tax Settlement for March totaled \$14,180.06. Computer usage including Internet rose by 34.92%. There were 14,901 people visiting the Library, 14.25% fewer than in the month of March 2013. We sent 3,043 books to other libraries, a decrease of 5.29% and borrowed 1.99% more than last year, 2,052 books, for use by Redford patrons.

Director Lisa Hoenig remarked that the Books and Bytes benefit was a huge success.

She also stated she is still looking for people to be Chair people of the Millage Campaign Committee.

Chairperson Reva Wujcik mentioned that many people had told her how much they enjoyed the Books and Bytes benefit.

## **COMMITTEE REPORTS**

No committee reports were presented.

### **OLD BUSINESS**

No old business was transacted.

### **NEW BUSINESS**

Director Lisa Hoenig explained Vickie Gazzarari of Vickie's Café was unprepared for the food service license renewal coming due at Memorial Day and needed help to make the payment.

### **MOTION**

Hugh Laird made a motion, seconded by Fred Inman, to pay the Wayne County Health Department Food Service License Renewal \$470.00 with the understanding that Vickie's Café would repay \$100 a month for four months and a final fifth month payment of \$70.00. The motion passed.

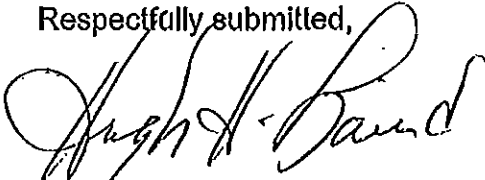
Ayes: Baker, Inman, Laird, Wirth and Wujcik.

Nays: None.

Discussion ensued re the actions that would be necessary if the millage proposal failed. The Board emphasized that a 40% loss of income would mean all options would be on the table.

The meeting was adjourned at 4:47 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Hugh H. Laird".

Hugh H. Laird  
Secretary

Recorded by Huberta Karpinski



**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
May 19, 2014**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday May 19, 2014 In the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:03 p.m.

Members present:	Fred Inman	Lonita Love
	Hugh Laird	David Wirth
	Betsy Lepak	Reva Wujcik

Member Absent: Michelle Baker (exc)

Also present: Lisa Hoenig, Director  
Huberta Karpinski, Recording Clerk

**MOTION**

A motion was made by Fred Inman to approve the agenda. The motion was seconded by David Wirth and passed.

Ayes: Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

Hugh Laird made a motion, seconded by Betsy Lepak, to approve the warrant requests of May 2, 8, and 16, 2014. The motion passed.

Ayes: Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by David Wirth and seconded by Fred Inman to approve the minutes of the meeting of April 21, 2014. The motion passed.

Ayes: Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

No citizens were present.

**FINANCIAL REPORT**

Treasurer Lonita Love reported the following:

\$ 625,128.33	JP Morgan (Bond) as of 4/30/2014
\$ 388,130.11	Comerica J-Fund as of 4/30/2014

\$ 245,051.01	Public Service Credit Union (CD) as of 4/30/2014
\$ 2,217,277.52	UBS (Investments) as of 4/30/2014
\$ 3,344.38	Comerica (Health Reimbursement Acct.) as of 4/30/2014

April UBS results were 0.16%, YTD 0.70%, since inception +1.91%. For comparison three month US Treasury notes for April + .00%

#### **MOTION**

Fred Inman made a motion, seconded by David Wirth, to approve the Financial Report as given. The motion passed.

Ayes: Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

#### **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig reviewed the Budget to Actual Report figures and answered questions from the Board.

#### **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of April was down 13.19% to 23,478. Revenues including fines, fares, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including donations from March 26 through April 29, 2014, Books and Bytes Benefit proceeds, Wayne County Delinquent Tax Settlement for the month of March and Payphone revenue totaled \$17,508.55. Computer usage including Internet fell by 13.87%. There were 14,788 people visiting the Library, 15.82% fewer than in the month of April 2013. We sent 2,647 books to other libraries, a decrease of 19.27% and borrowed 11.73% fewer than last year, 2011 books, for use by Redford patrons.

Director Lisa Hoenig reported people have volunteered to fill key positions on the advocacy committee. The committee is still looking for help.

Mi Big Green Gym, the program that allows library patrons to check out passes to Michigan State Parks, has returned.

The Michigan Activity Pass program is also renewing this month.

#### **COMMITTEE REPORTS**

There were no Committee Reports.

#### **OLD BUSINESS**

No old business was transacted.

#### **NEW BUSINESS**

Director Lisa Hoenig distributed a Redford Township District Library Millage Proposal for submission to the Wayne County clerk's office to the Board.

Discussion ensued re the exact wording of the proposal.

**MOTION**

Hugh Laird made a motion, seconded by David Wirth, to adopt the resolution for submitting millage proposal ballot language to the Wayne County clerk's office. Titles may be corrected. The motion passed.

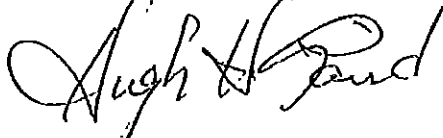
Ayes: Inman, Laird, Lepak, Wirth and Wujcik.

Nays: Love

Chairperson Reva Wujcik announced the participation of the Library in the Redford Township Memorial Day Parade at 2:00 p.m. on Sunday June 1, 2014.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Hugh H. Laird". The signature is fluid and cursive, with the first name "Hugh" being the most prominent.

Hugh H. Laird  
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
June 16, 2014**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday June 16, 2014 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:14 p.m.

Members present: Michelle Baker                      Lonita Love  
Fred Inman    David Wirth  
Hugh Laird    Reva Wujcik  
Betsy Lepak

Member Absent:     None

Also present:        Lisa Hoenig, Director  
Huberta Karpinski, Recording Clerk

**MOTION**

A motion was made by Fred Inman to approve the agenda. The motion was seconded by Lonita Love and passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

David Wirth made a motion, seconded by Hugh Laird, to approve the warrant requests of May 29 and June 5, and 12, 2014. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**MOTION**

A motion was made by Hugh Laird and seconded by Lonita Love to approve the corrected minutes of the meeting of May 19, 2014. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

**CITIZEN'S COMMENTS**

No citizens were present.

**FINANCIAL REPORT**

Treasurer Lonita Love reported the following:

\$ 86,154.60	JP Morgan (Bond) as of 5/30/2014
\$ 273,522.63	Comerica J-Fund as of 5/31/2014

\$ 245,051.01	Public Service Credit Union (CD) as of 5/31/2014
\$ 2,215,713.18	UBS (Investments) as of 5/31/2014
\$ 3,266.89	Comerica (Health Reimbursement Acct.) as of 5/31/2014

May UBS results were 0.08%, YTD 0.62%, since inception +1.91%. For comparison: three month US Treasury notes for May +.00%

#### **MOTION**

David Wirth made a motion, seconded by Fred Inman, to approve the Financial Report as given. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None.

#### **BUDGET TO ACTUAL REPORT**

Director Lisa Hoenig reviewed the Budget to Actual figures and answered questions from the Board.

#### **DIRECTOR'S REPORT**

Director Lisa Hoenig reported circulation for the month of May was down 8.74% to 21,748. Revenues including fines, fares, computer passes, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including Michigan Municipal Risk Management Authority distribution of excess net assets and Wayne County Delinquent Tax Settlement for May totaled \$30,545.95. Computer usage including Internet fell by 7.95%. There were 13,514 people visiting the Library, 2.22% more than in the month of May 2013. We sent 2,466 books to other libraries, a decrease of 18.18% and borrowed 10.77% fewer than last year, 1,749 books, for use by Redford patrons.

The incident reports were reviewed and discussed.

The Director commented on the success of the Library appearance in the Redford Township Memorial Day Parade. Our float won first prize in the children's division.

#### **COMMITTEE REPORTS**

There were no committee reports.

#### **OLD BUSINESS**

No old business was transacted.

#### **NEW BUSINESS**

Director Lisa Hoenig presented the Board with a draft 2014 Debt Millage Request for the Wayne County Board of Commissioners.

**MOTION**

Lonita Love made a motion to approve the signing of the L-4029 form for 2014 Tax Rate request not to exceed 0.788 mills for the debt levy. David Wirth seconded the motion and it passed.

Ayes: Baker, Inman, Laird, Lepak, Love, Wirth and Wujcik.

Nays: None

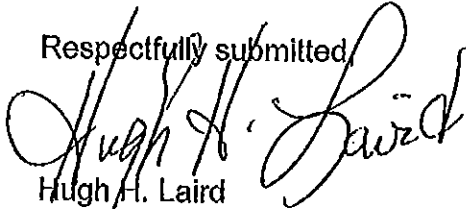
Director Lisa Hoenig distributed four versions of a fact sheet explaining the need for a millage increase to be given to prospective voters for Board Input. Discussion ensued re the advantages of the various fact sheets.

Director Lisa Hoenig detailed the plans under way for a ten year anniversary celebration of the opening of the new Redford Township District Library building. Discussion ensued re suggestions to supplement the plans.

Director Lisa Hoenig requested the Board agree on a date for a Special Board Meeting in August should one be necessary. The Board selected Monday August 25 by consensus.

The meeting was adjourned at 5:16 p.m.

Respectfully submitted,



Hugh H. Laird  
Secretary

Recorded by Huberta Karplinski