

REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
September 19, 2011

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday September 19, 2011 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:10 p.m.

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

Member Absent: None

Also present: Lisa Hoenig, Director
Huberta Karpinski, Recording Clerk
Esther and Bernie Smith
Lois Scupholm
Nich Tochman, Plante Moran

Chairperson Wujcik introduced Bernie Smith, husband of Esther Smith, retired Board Secretary, and Lois Scupholm, widow of Paul Scupholm, deceased Board Treasurer to the Board. She extolled her appreciation for the years of dedicated service rendered to the Library by Esther Smith and Paul Scupholm. Director Hoenig presented plaques commemorating their service to Lois Scupholm and Esther Smith. Refreshments were served.

Chairperson Wujcik introduced new Board member David Wirth to the Board.

MOTION

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

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

Nays: None.

MOTION

Hugh Laird made a motion, seconded by Fred Inman, to approve the warrant requests of June 30, July 14 and 28, August 11 and 25 and September 9, 2011. The motion passed.

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

Nays: None.

MOTION

A motion was made by Betsy Lepak and seconded by Lonita Love to approve the minutes of the meeting of June 20, 2011. 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 for July 2011:

\$ 154,298.81	JP Morgan Chase (Bond) as of 7/31/2011
\$ 166,784.48	Comerica J-Fund as of 7/31/2011
\$ 245,500.00	Community Choice (CD) as of 6/30/2011
\$ 4,019,795.48	UBS (Investments) as of 7/29/2011
\$ 3,929.93	Comerica (Health Reimbursement Account) as of 7/31/2011

July UBS Results +.73%-YTD +2.23%, since inception +2.90%. For comparison 3 mo. US Treasury Notes -.01% YTD + .05%.

For August 2011:

\$ 154,305.36	JP Morgan Chase (Bonds) as of 8/31/2011
\$ 216,581.40	Comerica J-Fund as of 8/31/2011
\$ 245,500.00	Community Choice (CD) as of 6/30/2011
\$ 4,031,010.04	UBS (Investments) as of 8/31/2011
\$ 2,058.49	Comerica (Health Reimbursement Account) as of 8/31/2011

August UBS Results +.25%YTD +2.48%, since inception +2.90%. For comparison 3 mo. US Treasury Notes + .01% YTD +.06%

MOTION

Hugh Laird 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.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month July 2011 was down 16.8% to 23,683 and for the month of August was down 5.3% to 26,117.

Revenues including fines, printing, public copiers, cafe including catering, video rental, meeting room fees, purchased cards and miscellaneous including Wayne County Delinquent taxes and Penal fines totaled \$131,091.72 in July and \$65,001.93 in August. Computer usage including Internet fell by 26.4% to 3,603

hours for the month of July and fell 17.6% to 4,484 hours in August. There were 18,528 people visiting the Library in July, 26.9% fewer than in July 2010 and 19,958 people visiting the Library in August, 21.4% fewer than in August 2010. We sent 2,527 books to other libraries, an increase of 8.4% in July and 2,580, a decrease of 15.2% in August and borrowed 2,280 books, 17.7% fewer than last year, in July and 2,449 books, an increase of 3.3% over last year in August for use by Redford patrons.

The incident reports were reviewed and discussed.

The Director thanked the staff for all their help and support. She reported she has received word from the Attorney's office that the Civil Rights complaint has been dropped.

A staff recognition committee has been formed and the first project created a T.E.A.M. award. The first recipient was Patricia Slater.

In August State Representative Phil Cavanagh's officer asked the Director to host the 9-11 memorial photography exhibit. The reception on September 7 was coordinated with his staff. The pictures presented were unique.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

No old business was transacted.

NEW BUSINESS

Auditor Nick Tochman from Plante Moran presented the audit report for 2010. He explained the details and answered questions. He recommended the setting of budgetary goals and the adoption of GASB 54 resolution to conform to GASB statement 54.

MOTION

David Wirth made a motion, seconded by Hugh Laird, to authorize the Director to indicate the Library's intent to assign the Fund Balance for a specific purpose for financial reporting. The motion passed.

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

Nays: None.

Chairperson Wujcik delineated the job of secretary of the board and requested a volunteer to fill the vacant position.

Hugh Laird volunteered his services and was appointed to the position.

Chairperson Wujcik announced the following committee assignments: Personnel Committee: Hugh Laird, chair, Betsy Lepak and the vacant Board seat. Budget Committee: Lonita Love, chair, David Wirth and Fred Inman. Policy Committee: Reva Wujcik, chair, Fred Inman and Lonita Love.

MOTION

Hugh Laird moved the Board Meeting Schedule be adopted. The motion was seconded by Fred Inman and passed.

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

Nays: None

Discussion ensued re the comparative merits of the three photocopier proposals presented.

MOTION

Lonita Love made a motion, seconded by David Wirth, to award the photocopier five year leasing and servicing contract to Ricoh Business Solutions of Livonia. The motion passed.

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

Nays: None

Director Hoenig explained the need to correct the hours of service policy.

MOTION

A motion was made by Hugh Laird and seconded by Fred Inman to adopt the revised Hours of Service Policy. The motion passed.

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

Nays: None.

Discussion ensued re the Volunteer Policy.

MOTION

Hugh Laird moved and Fred Inman seconded the motion to adopt the Volunteer Policy, Volunteer Application and Background Check form. The motion passed.

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

Nays: None

Director Hoenig described the request for permission to film a movie scene in the café.

MOTION

Fred Inman made a motion that permission be granted to The Legend of The Hawke Productions to film in the café pending insurance clarification. The motion was seconded by Betsy Lepak and passed.

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

Nays: None

Reva Wujcik commented the 9-11 picture display had been exceptional.

MOTION

Hugh Laird made a motion, seconded by Fred Inman, to adjourn the meeting at 5:53 p.m. The motion passed.

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

Nays: None

Respectfully submitted,


Hugh Laird,
Secretary

Recorded by Huberta Karpinski

REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
October 17, 2011

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday October 17, 2011 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 (arr. 4:43 p.m.)
	Fred Inman	David Wirth
	Hugh Laird	Reva Wujcik
	Betsy Lepak	

Member Absent: None

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

Chairperson Wujcik introduced new Board member Michelle Baker, representing South Redford Schools, to the Board. She spoke briefly about her experiences.

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 September 22 and October 6, 2011. The motion passed.

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

Nays: None.

MOTION

A motion was made by Hugh Laird and seconded by Betsy Lepak to approve the minutes of the meeting of September 19, 2011. The motion passed.

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

Nays: None.

CITIZENS COMMENTS AND PRESENTATIONS

Director Hoenig introduced Paul Stauder to the Board. He explained the advantages of refunding the Library Bonds and answered questions from the Board. The Board agreed by consensus to consider a resolution. Mr. Stauder will return with a prepared resolution.

FINANCIAL REPORT

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

\$ 154,311.70	JP Morgan (Bond) as of 9/30/2011
\$ 382,678.29	Comerica J-Fund as of 9/30/2011
\$ 245,870.24	Community Choice (CD) as of 9/30/2011
\$ 4,032,216.94	UBS (Investments) as of 9/30/2011
\$ 5,080.76	Comerica (Health Reimbursement Acct.) as of 9/30/2011

September UBS results were +.01%, YTD +2.49%, since inception +2.80%. For comparison three month US Treasury Notes .00%

MOTION

Hugh Laird 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.

The Budget to Actual report was reviewed.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month of September 2011 was down 11.1% to 22,116. Revenues including fines, printing, public copiers, cafe including catering, video rental, meeting room fees, purchased cards and miscellaneous including Wayne County Delinquent tax settlement, State of Michigan second State Aid payment and a Blue Cross Network Health Insurance premium refund totaled \$ 20,398.63. Computer usage including Internet fell by 28.1% to 3,634 hours for the month of September. There were 24,818 people visiting the Library, 5.3% more than in September 2010. We sent 2,457 books to other libraries, an increase of 23.0% and borrowed 2,489 books, 8.0% fewer than last year, for use by Redford patrons.

The incident reports were reviewed and discussed.

The Director also reported a \$500 refund will be received from DTE to help defray the cost of the phone system hard drive destroyed in the July power outage.

An insurance premium refund of \$1,998.15 from Blue Cross Network has been received.

Volunteer Kristie Willis, who has extensive fundraising experience, is helping to develop an annual appeal in the form of a Thanksgiving card.

The Library has signed up to participate in the Dick Scott Giving Program.

COMMITTEE REPORTS

There were no Committee reports.

OLD BUSINESS

No Old Business was transacted.

NEW BUSINESS

Director Hoenig explained the change The Library Network Shared Automation System Users Group has instituted to enforce broader interloan of items among the shared system libraries suggests a change in our Lending Policy.

MOTION

Hugh Laird made a motion, seconded by David Wirth, to adopt the proposed Lending Policy changes. The motion passed.

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

Nays: None

Director Lisa Hoenig detailed the need to develop a strategic plan to produce a framework to map a future for the Library.

MOTION

Hugh Laird made a motion to accept the recommendation of the Director to invest the unused \$15,700 from the Radio Frequency Project to develop a strategic plan. The motion was seconded by Michelle Baker and passed.

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

Nays: None

MOTION

David Wirth made a motion to adopt the Holiday Closings Schedule for 2012.

The motion was seconded by Betsy Lepak and passed.

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

Nays: None

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Hugh Laird
Secretary

Recorded by Huberta Karpinski

REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 21, 2011

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday November 21, 2011 in the library.

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

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

Member Absent: Lonita Love

Also present: Lisa Hoenig, Director
Huberta Karpinski, Recording Clerk
Thomas Collis, Miller, Canfield, Paddock and Stone
Paul Stauder, Barch and Associates
Nancy Kinjorski and Emily Mullen, Staff

MOTION

A motion was made by Hugh Laird to move Items 11A and 11B after number 7 and approve the agenda. The motion was seconded by David Wirth and passed.
Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.
Nays: None.

MOTION

Fred Inman made a motion, seconded by Hugh Laird, to approve the warrant requests of October 20 and 27 and November 3 and 17, 2011. The motion passed.
Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.
Nays: None.

MOTION

A motion was made by Betsy Lepak and seconded by Michelle Baker to approve the minutes of the meeting of October 17, 2011. The motion passed.
Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.
Nays: None.

CITIZEN'S COMMENTS

No citizens were present.

BUDGET TO ACTUAL REPORT

The Budget to Actual report was reviewed.

NEW BUSINESS

Chairperson Wujcik introduced Nancy Kinjorski and Emily Mullen of The Staff Recognition Committee. Nancy explained the request to amend the Library Dress Code to include a staff once a month "Jeans Day". Discussion ensued re the description of allowable Jeans.

MOTION

Betsy Lepak made a motion, seconded by Fred Inman, to accept the "Jeans Day" proposal for one day each month on a day to be decided later by The Staff Recognition Committee. The motion passed.

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

Nays: None.

Chairperson Wujcik introduced Thomas Colis who explained the process of refunding bonds and detailed the advantages to the Library of refunding the outstanding bonds. He and Paul Stauder answered questions from the Board.

MOTION

David Wirth made a motion, seconded by Hugh Laird, to accept the resolution authorizing issuance of 2012 refunding bonds, The motion passed.

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

Nays: None.

FINANCIAL REPORT

In the absence of Treasurer Lonita Love The Director commented on the transfer of \$400,000 from the UBS account to the Comerica account for Bond Account reimbursement and reported the following:

\$ 532,046.25	JP Morgan (Bond) as of 10/31/2011
\$ 240,869.56	Comerica J-Fund as of 10/31/2011
\$ 245,870.24	Community Choice (CD) as of 9/30/2011
\$ 3,649,011.38	UBS (Investments) as of 10/31/2011
\$ 3,631.14	Comerica (Health Reimbursement Acct.) as of 10/31/2011

October UBS results were .056%, YTD +3.07%, since inception +2.9%. For comparison three month US Treasury notes .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.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month of October 2011 was down 12.1% to 22,815. Revenues including fines, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including Wayne County September delinquent tax settlement and DTE refund for phone system repair totaled \$7,273.91. Computer usage including Internet fell by 35.7% to 3,653 hours for the month of October. There were 25,725 people visiting the Library, 2.3% fewer than in the month of October 2010. We sent 2,539 books to other libraries, an increase of 25.3% and borrowed 2,117, 20.8% fewer than last year, for use by Redford patrons.

The incident reports were reviewed and discussed. The Director described an incident with an angry patron that involved foul language and threats. Hugh Laird commented there is never an excuse for a patron to abuse a staff member, if necessary police should be called to remove the patron.

Director Hoenig described the Halloween costumes of the staff and displayed pictures of the prize winners.

Discussion ensued re the use of the meeting rooms when the Library is not open. The Director will investigate the application of insurance under those circumstances.

Director Hoenig informed the Board that even in these difficult financial times statewide all of the library millage proposals on the ballot passed in the November election.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

No old business was transacted.

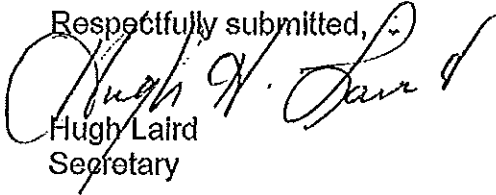
NEW BUSINESS

Director Hoenig presented a draft proposal for a Strategic Planning Facilitator for the Library. Discussion ensued re the proposed timeline for the responders. By consensus the Board agreed on the February 27, 2012 Board meeting to determine the bid award.

The Director displayed materials from The Library Network quarterly membership meeting which featured The Geek The Library campaign. She described the possibilities in using this campaign to help create awareness of the many services the library offers the residents of Redford.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

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

Hugh Laird
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
December 19, 2011**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday December 19, 2011 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

MOTION

A motion was made by Hugh Laird to approve the agenda with the addition of 11D Café Equipment. The motion was seconded by Fred Inman and passed.
Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.
Nays: None.

MOTION

Betsy Lepak made a motion, seconded by Fred Inman, to approve the warrant requests of November 30 and December 15, 2011. The motion passed.
Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.
Nays: None.

MOTION

A motion was made by Fred Inman and seconded by Michelle Baker to approve the minutes of the meeting of November 21, 2011. The motion passed.
Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik.
Nays: None.

CITIZEN'S COMMENTS

No citizens were present.

FINANCIAL REPORT

In the absence Treasurer Lonita Love the Director commented she is pleased with the response to the Annual Appeal and reported the following:

\$ 533,332.20	JP Morgan (Bond) as of 11/30/2011
\$ 120,594.51	Comerica J-Fund as of 11/30/2011
\$ 245,870.24	Community Choice (CD) as of 9/30/2011
\$ 3,653,295.54	UBS (Investments) as of 11/30/2011
\$ 1,443.88	Comerica (Health Reimbursement Acct.) as of 11/30/2011

November UBS results were .02%, YTD +3.10%, since inception +2.85%. For comparison three month US Treasury notes .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, Wirth and Wujcik.

Nays: None.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month of November 2011 was down 13.5% to 21,417. Self-check was 28.4% of that, an increase of 13.6% over November 2010. Revenues including fines, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including Wayne County October Delinquent Tax Settlement and 10 donations as a result of the November 17, 2011 Annual Appeal totaled \$9,482.71. Computer usage including Internet fell by 35.8% to 3365 hours for the month of November. There were 16,643 people visiting the Library, 28.6% fewer than in the month of November 2010. We sent 2,695 books to other libraries, an increase of 25.9% and borrowed 2015, 18.6% fewer than last year, for use by Redford patrons. The incident report was reviewed.

Discussion ensued re a meeting of the Board to include Dawn Lovrovich, UBS Investment Advisor. The Board agreed by consensus on the March 2012 meeting for her appearance.

Discussion ensued re Personnel and Budget Committee meeting dates. The Personnel Committee will meet January 9, 2012. A Strategic Plan Committee to review the Strategic Plan Proposals was formed consisting of Reva Wujcik, David Wirth and Lonita Love.

The Director stated Standard and Poor's has set the rating for the Library bonds at double 'A' but reduced the outlook from 'stable' to 'negative'.

Director Hoenig cited the reduction in circulation and computer usage and stated she believes it partly due to the reduction in Library hours and a longer Thanksgiving closure.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

No old business was transacted.

NEW BUSINESS

The Director described the provisions of the Michigan Public Acts #152 of 2011. She recommended the Board opt out of the act because the Health Reimbursement Account now in effect makes it impossible to determine an employee's annual health care costs in advance.

Chairperson Wujcik reported on the Redford Township Board of Trustees Special meeting to discuss Michigan Public Acts #152 of 2011.

MOTION

Hugh Laird made a motion, seconded by Betsy Lepak, the Library continue its current health insurance plan. The motion did not pass.

Ayes: Baker, Laird and Lepak.

Nays: Inman, Wirth and Wujcik.

MOTION

Fred Inman made a motion to opt out of Michigan Public Act #152 of 2011. The motion was seconded by David Wirth and passed.

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

Nays: Wirth.

Director Hoenig described the current board practice of the Board Secretary keeping a copy of the Board motions off site. She explained this practice is not mandated by law and is not followed by other libraries. She recommended the minutes for the past year be posted on Library website instead.

MOTION

Betsy Lepak made a motion to eliminate the practice of creating separate board motions retroactive to September 2011. The motion was seconded By David Wirth and passed.

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

Nays: none.

The Director extolled the benefits of the Trustees membership in the Friends of Michigan Libraries Alliance. By consensus the board agreed to accept membership at a cost of \$35 per year.

Director Hoenig reported the failure of the microwave in the café and mentioned the loss of food in storage to the Cookie Lady during the July power outages. Over the Thanksgiving closure she again experienced loss when the refrigerator failed. She stated the Library replaced the microwave and paid some refrigerator

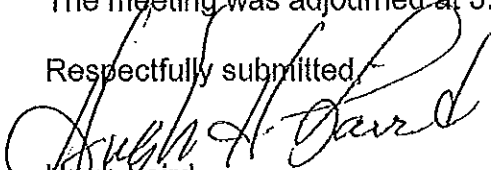
repair costs. The remaining refrigerator repair cost will be met by the café leasee.

MOTION

Fred Inman made a motion that the Library loan the café \$620 in refrigerator repair costs to be repaid in monthly installments before the end of the fiscal year. The motion was seconded by Hugh Laird and passed.
Ayes: Baker, Inman, Laird, Lepak, Wirth and Wujcik
Nays: None.

The meeting was adjourned at 5:22 p.m.

Respectfully submitted,



Hugh Laird
Secretary

Recorded by Huberta Karpinski

REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 23, 2012

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday January 23, 2012 in the library.

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

Members present:	Michelle Baker	Lonita Love
	Fred Inman	David Wirth (arr 4:25 p.m.)
	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 with the addition of 11D, Public Hearing date. The motion was seconded by Fred Inman and passed.

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

Nays: None.

MOTION

Hugh Laird made a motion, seconded by Betsy Lepak, to approve the warrant requests of January 6 and 12, 2012. The motion passed.

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

Nays: None.

MOTION

A motion was made by Hugh Laird and seconded by Fred Inman to approve the minutes of the meeting of December 19, 2011. The motion passed.

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

Nays: None.

CITIZEN'S COMMENTS

No citizens were present.

FINANCIAL REPORT

Treasurer Lonita Love reported the following:

\$ 533,344.83	JP Morgan (Bond) as of 12/30/2011
\$ 108,913.97	Comerica J-Fund as of 12/31/2011
\$ 246,237.00	Community Choice (CD) as of 12/31/2011
\$ 3,654,162.91	UBS (Investments) as of 12/30/2011
\$ 7,073.44	Comerica (Health Reimbursement Acct.) as of 12/31/11

December UBS results were .08%, YTD +3.18%, since inception +2.79%. For comparison three month US Treasury December notes .00%, YTD 2011, .07%

A bookkeeping error has resulted in \$52,785.12 being returned to the salaries and wages account.

MOTION

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

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

Nays: None.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month of December 2011 was down 3.2% to 19,895. Self-check was 37.1%, an increase of 77.9% over December 2010. Revenues including fines, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including donations, a TLN e-rate rebate, Wayne County Delinquent Tax settlement for November, a silent auction and Kroger Community Rewards totaled \$14,192.36. Computer usage including Internet fell by 35.3% to 2,645 hours for the month of December 2011. There were 13,743 people visiting the Library, 20.0% fewer than in the month of December 2010. We sent 2,800 books to other libraries, an increase of 41.8% and borrowed 19.1% fewer than last year, 1,797 books for use by Redford patrons.

The Director extolled the results of the Bond sale. She stated the net savings would be \$661,798 to be realized over the next ten years.

The response to our annual appeal totaled \$1,310 for the Library and the endowment fund.

Discussion ensued re plans for the "Geek the Library" kick-off event to be held late in March.

Adult Librarian Linda Pride won the statewide logo design competition of the 2012 Small and Rural Libraries Conference.

The Ellison machine purchased with the funds donated in memory of deceased Board Member Paul Scupholm is now in use. Director Hoenig invited Mrs.

Scupholm to come in to see it. She came with her daughter-in law and they agreed the Ellison machine was a fitting tribute to Paul's memory.

COMMITTEE REPORTS

Chairperson Hugh Laird reported the results of the Personnel Committee meeting. Because the Library has not been financially able to afford staff raises in four years they are recommending modest bonuses for the staff this year.

MOTION

Hugh Laird made a motion, seconded by Betsy Lepak, that the staff bonus proposal of the Personnel Committee be accepted and that the bonuses be granted in the last pay period of the current fiscal year. The motion passed.

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

Nays: None

Chairperson Lonita Love reviewed the Budget Committee meeting and reported they recommend adoption of the proposed Fiscal Year 2012-2013 Draft Budget.

OLD BUSINESS

No old business was transacted.

NEW BUSINESS

The Director detailed the need to amend the Fiscal Year 2011-2012 budget.

MOTION

David Wirth moved to accept the requested Fiscal Year 2011-2012 budget amendments. The motion was seconded by Betsy Lepak and passed.

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

Nays: None

Director Hoenig stated she is pleased with the number of responses received by the request for proposals for a Strategic Planning Facilitator.

Discussion ensued re the criteria to be used for evaluating the proposals.

The Strategic Planning Committee will meet and select finalists to be interviewed by the full Board.

Discussion ensued re the setting of the Budget Public Hearing date. By consensus the Board agreed to hold the Budget Public Hearing at 4:00 with the regular Board meeting immediately following on March 19, 2012.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Hugh Laird
Secretary

Recorded by Huberta Karpinski

REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 27, 2012

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday February, 27, 2012 in the library.

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

Members present: Michelle Baker (arr. 4:10) David Wirth
Fred Inman Reva Wujcik
Lonita Love (left 5:35)

Members Absent: Hugh Laird (exc) and Betsy Lepak (exc)

Also present: Lisa Hoenig, Director
Huberta Karpinski, Recording Clerk
Patricia Slater and Michael Gazzarari, Staff

MOTION

A motion was made by Lonita Love to approve the agenda with the moval of New Business 'A' to between items 3 and 4. The motion was seconded by David Wirth and passed.

Ayes: Inman, Love, Wirth and Wujcik.

Nays: None.

Chairperson Reva Wujcik introduced Jo Anna Trierweiler, Management Consultant, Project Innovations, Inc. who introduced company President Charles Fleetham. Mr. Fleetham narrated a slide presentation which detailed the proposed method of ascertaining the Library's future needs and fulfilling them. Ms. Trierweiler and Mr. Fleetham answered questions from the Board.

Chairperson Wujcik introduced Tom Colis, Bond Attorney, Miller Canfield. He explained the process for ratifying the sale of the 2012 Redford Township District Library refunding bonds and offered to answer questions from the Board.

MOTION

David Wirth made a motion, seconded by Lonita Love, that the Redford Township District Library ratify the resolution for the sale of 2012 Library Refunding Bonds. The motion passed.

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

Nays: None.

MOTION

Lonita Love made a motion, seconded by Fred Inman, to approve the warrant requests of January 23, February 9 and 23, 2012. The motion passed.

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

Nays: None.

MOTION

A motion was made by David Wirth and seconded by Michelle Baker to approve the minutes of the meeting of January 23, 2012. The motion passed.

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

Nays: None.

CITIZEN'S COMMENTS

No citizens were present.

FINANCIAL REPORT

Treasurer Lonita Love reported the following:

\$ 533,408.21	JP Morgan (Bond) as of 1/31/2012
\$ 263,228.58	Comerica J-Fund as of 1/31/2012
\$ 246,237.00	Community Choice (CD) as of 12/31/2011
\$ 3,673,463.44	UBS (Investments) as of 1/31/2012
\$ 6,592.23	Comerica (Health Reimbursement Acct.) as of 1/31/2012

January UBS results were 0.51%, YTD + 0.51%, since inception +2.90%. For comparison three month US Treasury notes for January 0.00%.

MOTION

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

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

Nays: None.

The Budget to actual report was reviewed.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month of January was up 8.59% to 25,920. Self-check was 38.1% of that, an increase of 16.1% over January 2011. Revenues including fines, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including a donation, Wayne County Delinquent Tax settlement for December 2011 and refrigerator

repair reimbursement #1 totaled \$9,509.48. Computer usage including Internet fell by 24.24% to 3,375 hours for the month of January 2012. There were 16,924 people visiting the Library, 16.75% fewer than in the month of January 2011. We sent 3,181 books to other libraries, an increase of 39.64% and borrowed 11.32% fewer than last year, 2,218 books, for use by Redford patrons.

The incident reports were reviewed and discussed.

The 'Geek the Library' promotion kick-off is scheduled for Saturday March 31, 2012.

The Director has signed up the Library to participate in the Memorial Day Parade on June 3, 2012. Prior to the assembly at 1:00 p.m. a picnic-cook-out is tentatively planned for staff, volunteers, Friends, and Board members.

The Ratifying Resolution on today's agenda will complete the refunding bond sale process.

COMMITTEE REPORTS

No committee reports were presented.

OLD BUSINESS

No old business was transacted.

Chairperson Wujcik introduced Mary Brown who narrated a slide presentation outlining her Strategic Planning Proposal. She answered questions from the Board.

NEW BUSINESS

Discussion ensued re the merits of the two Strategic Planning Proposal presentations.

NEW BUSINESS

MOTION

David Wirth made a motion, seconded by Fred Inman, to award a contract for Strategic Planning to Project Innovations, Incorporated for \$15,000.00. The motion passed.

Ayes: Baker, Inman, Wirth and Wujcik.

Nays: None.

Discussion ensued re authorizing a telephone survey among Redford residents to ascertain their expectations of library service.

MOTION

Fred Inman moved to authorize a telephone survey from W. J. Schroer Company at a maximum cost of \$16,200. The motion was seconded by David Wirth and passed.

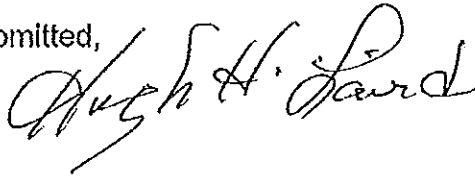
Ayes: Baker, Inman, Wirth and Wujcik.

Nays: None

The meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Hugh Laird
Secretary

A handwritten signature in cursive script, reading "Hugh H. Laird". The signature is written in dark ink and is positioned to the right of the typed name "Hugh Laird".

Recorded by Huberta Karpinski

REDFORD TOWNSHIP DISTRICT LIBRARY
PUBLIC HEARING
BOARD OF TRUSTEES MEETING
MARCH 19, 2012

The Public Hearing of the Redford Township District Library Board of Trustees was held on Monday March 19, 2012 in the library for the purpose of discussing the proposed Fiscal Year 2012-2013 budget.

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

Members present: Michelle Baker
Fred Inman
Hugh Laird
Betsy Lepak
Lonita Love

Members Absent: David Wirth and Reva Wujcik.

Also present: Lisa Hoenig, Director
Huberta Karpinski, Recording Clerk
Harvey DeWitt, Building Supervisor
Dawn Lovrovich, UBS Financial Services, Inc.

MOTION

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

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

Nays: None.

The Presiding Officer solicited comments from the audience. There were no comments.

The meeting was adjourned at 4:01 p.m.

Respectfully submitted,

Hugh H. Laird
Secretary

Recorded by Huberta Karpinski

REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 19, 2012

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday March 19, 2012 in the library.

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

Members present:	Michelle Baker	Betsy Lepak
	Fred Inman	Lonita Love
	Hugh Laird	David Wirth (arr 4:37)

Member Absent: Reva Wujcik

Also present: Lisa Hoenig, Director
Huberta Karpinski, Recording Clerk
Harvey DeWitt, Building Supervisor
Dawn Lovrovich, UBS Financial Services, Inc.

MOTION

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

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

Nays: None.

MOTION

Lonita Love made a motion, seconded by Michelle Baker, to approve the warrant requests of March 9, 2012. The motion passed.

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

Nays: None.

MOTION

A motion was made by Lonita Love and seconded by Hugh Laird to approve the minutes of the meeting of February 27, 2012. The motion passed.

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

Nays: None.

CITIZEN'S COMMENTS

The Director introduced Dawn Lovrovich who distributed a portfolio to the Board which contained a description of the UBS Business Services Account and details of the Library investments. She explained the statement and answered questions from the Board.

FINANCIAL REPORT

Treasurer Lonita Love reported the following:

\$ 533,416.66	JP Morgan (Bond) as of 2/29/2012
\$ 479,608.36	Comerica J-Fund as of 2/29/2012
\$ 246,237.00	Community Choice (CD) as of 12/31/2011
\$ 3,685,817.86	UBS (Investments) as of 2/29/2012
\$ 6,279.28	Comerica (Health Reimbursement Acct.) as of 2/29/2012

January UBS results were 0.32%, YTD +0.83%, since inception +2.93%. For comparison three month US Treasury notes for February 0.00%

MOTION

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

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

Nays: None.

The Budget to Actual report was reviewed.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month February 2012 of was up 15.58% to 26,037. Self-check was 33.6% of that, an increase of 11.0% over February 2011. Revenues including fines, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including Wayne County Delinquent Tax Settlement for January, the second refrigerator repair reimbursement and return of excess cost of insurance funds from Refunding Bonds Escrow agent totaled \$14,453.09. Computer usage including Internet fell by 15.34% to 3,426 hours for the month of February 2012. There were 18,173 people visiting the Library, 7.00% fewer than in the month of February 2011. We sent 3,163 books to other libraries, an increase of 26.93% and borrowed 5.16% fewer than last year, 2,207 books, for use by Redford patrons.

The incident reports were reviewed and discussed.

Director Hoenig displayed materials for the 'Geek the Library' project and described plans for the kick-off campaign on March 31, 2012.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

No Old Business was transacted.

NEW BUSINESS

MOTION

Hugh Laird made a motion, seconded by David Wirth, to accept the proposed budget for Fiscal Year 2012-2013 with an operating millage rate of .9233 and a debt reduction millage rate of .74. The motion passed.

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

Nays: None

Chairperson Inman introduced Harvey DeWitt who presented the Landscaping contract and the 29 bids received.

Discussion ensued re the various bids.

MOTION

Hugh Laird made a motion, seconded by Lonita Love, to accept the bid of Teddy's Lawn and Landscaping at an annual fee of \$2608.00 to be paid in eight equal installments of \$326.00 for 2012 and 2013 and an annual fee of \$2656.00 to be paid in eight equal installments of \$332.00 for 2014 with the understanding this award is contingent on proof of current insurance coverage. The motion passed.

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

Nays: None.

Director Hoenig described the need to amend the 2011-2012 Fiscal Year Budget.

MOTION

A motion was made by Hugh Laird and seconded by Betsy Lepak to approve the Fiscal Year 2011-2012 budget amendments. The motion passed.

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

Nays: None.

MOTION

Lonita Love made a motion to accept the Endowment Fund Distribution Resolution for \$670.00 to support the Fiscal Year 2012-2013 budget. Hugh Laird seconded the motion and it passed.

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

Nays: None.

Discussion ensued re finalization of the questionnaire for the telephone survey.

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

Respectfully submitted,

Hugh H. Laird

Secretary

Recorded by Huberta Karpinski

REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
April 16, 2012

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday April 16, 2012 in the library.

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

Members present:	Michelle Baker(arr. 4:15 p.m.)	Betsy Lepak
	Fred Inman	David Wirth
	Hugh Laird	Reva Wujcik

Member Absent: Lonita Love (exc.)

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

MOTION

A motion was made by David Wirth to approve the agenda with the addition of New Business 'A', Project Innovations letter of agreement. The motion was seconded by Fred Inman and passed.

Ayes: 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 23 and April 5, 2012. The motion passed.

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

Nays: None.

MOTION

A motion was made by Fred Inman and seconded by David Wirth, to approve the warrant requests of April 20, 2012. The motion passed.

Ayes: Inman Laird, Lepak, Wirth and Wujcik.

Nays: None

MOTION

A motion was made by Betsy Lepak and seconded by Fred Inman to approve the minutes of the Public Hearing and the Regular Meeting of March 19, 2012. The motion passed.

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

Nays: None.

CITIZEN'S COMMENTS

No citizens were present.

FINANCIAL REPORT

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

\$ 393,295.56	JP Morgan (Bond) as of 3/30/2012
\$ 571,240.06	Comerica J-Fund as of 3/31/2012
\$ 246,604.32	Community Choice (CD) as of 12/31/2011
\$ 3,685,088.55	UBS (Investments) as of 3/30/2012
\$ 6,205.96	Comerica (Health Reimbursement Acct.) as of 3/31/2012

March UBS results were -0.05%, YTD .83%, since inception +2.82%. For comparison three month US Treasury notes for March +0.01%

MOTION

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

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

Nays: None.

BUDGET TO ACTUAL REPORT

The Budget to actual Report was not available. The year-end review is pending.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month of March 2012 fell 2.27% to 27,769. Revenues including fines, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including a Wayne County Delinquent Settlement, Refrigerator Repair Reimbursement #3 and a Donation totaled \$9,442.41. Computer usage including Internet fell by 32.48% to 3,606 hours for the month of March 2012. There were 21,709 people visiting the Library, 23.42% fewer than in the month of March 2011. We sent 3,356 books to other libraries, an increase of 13.34% and borrowed 9.38% fewer than last year, 2,309 books, for use by Redford patrons.

The incident reports were reviewed and discussed.

The Director reported the 'Geek the Library' kick-off was very successful.

Patrons requested it be repeated later.

Legislation to repeal the Michigan Personal Property Tax is to be introduced in the Michigan Senate this week.

Director Hoenig reported she needs another Board Member to serve on the Strategic Planning Committee. Fred Inman volunteered to serve.

The Unique Management Services Cumulative Recovery Report was reviewed and discussed.

In response to Patron Comments the Board discussed possible policy changes to permit cell phone use in the second floor hallway during meeting room use. No action was taken.

COMMITTEE REPORTS

There were no Committee Reports.

OLD BUSINESS

No Old Business was transacted.

NEW BUSINESS

Director Hoenig presented a letter of agreement from Project Innovations which briefly outlined and itemized their Work Plan and detailed payment for strategic planning facilitation.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Hugh H. Laird
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
May 21, 2012**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday May 21, 2012 in the library.

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

Members present:	Fred Inman	Lonita Love
	Hugh Laird	David Wirth (arr. 4:15 p.m.)
	Betsy Lepak	Reva Wujcik (arr. 4:14 p.m.)

Member Absent: Michelle Baker

Also present: Lisa Hoenig, Director
Huberta Karpinski, Recording Clerk
Martin Smith, Automation Manager

MOTION

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

Ayes: Inman, Laird, Lepak, and Love.

Nays: None.

MOTION

Hugh Laird made a motion, seconded by Betsy Lepak, to approve the warrant requests of May 3 and 17, 2012. The motion passed.

Ayes: Inman, Laird, Lepak, and Love.

Nays: None.

MOTION

A motion was made by Betsy Lepak and seconded by Hugh Laird to approve the minutes of the meeting of April 16, 2012. The motion passed.

Ayes: Inman, Laird, Lepak, and Love.

Nays: None.

CITIZEN'S COMMENTS

No citizens were present.

FINANCIAL REPORT

Treasurer Lonita Love reported the following:

\$ 47,858.79	JP Morgan (Bond) as of 4/30/2012
\$ 305,032.61	Comerica J-Fund as of 4/30/2012
\$ 246,604.32	Community Choice (CD) as of 3/31/2012
\$ 3,688,320.54	UBS (Investments) as of 4/30/2012
\$ 5,719.91	Comerica (Health Reimbursement Acct.) as of 4/30/2012

April UBS results were .14%, YTD + .93%, since inception +2.79%. For comparison three month US Treasury Notes for April + 0.00%

MOTION

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

Ayes: Inman, Laird, Lepak, and Love.

Nays: None.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month April 2012 rose 4.99% to 24,931. Revenues including fines, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including Kroger Community Rewards and Wayne County Delinquent Tax settlement for March totaled \$7,841.86. Computer usage including Internet fell by 23.98% to 3,319 hours for the month April 2012. There were 17,277 people visiting the Library, 24.61% fewer than in the month of April 2011. We sent 2,963 books to other libraries, an increase of 7.59% and borrowed 4.61% fewer than last year, 2,313 books for use by Redford patrons.

The incident reports were reviewed.

Director Hoenig mentioned the Michigan Municipal Risk Management Authority distribution of excess net assets in early May.

COMMITTEE REPORTS

There were no Committee Reports.

OLD BUSINESS

No Old Business was transacted.

NEW BUSINESS

The Director reported the staff computers are four years old and are budgeted for replacement in the current year. They will now replace catalog computers, the sign up station computer, access control computer and the anti-virus computer. Computer quotes were solicited from three vendors. TigerDirect.com offered a

reduction including 2 gigabytes additional RAM and nine DVD writers. Martin Smith answered questions from the Board.

MOTION

David Wirth made a motion to approve the purchase of 27 computers including two gigabytes additional RAM each and nine DVD writers from TigerDirect.Com for an amount not to exceed \$15,000. The motion was seconded by Hugh Laird and passed.

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

Nays: None

Discussion ensued re repairs of the Electronic Signage. The Director remarked the Budget for Repairs and Maintenance will cover the cost.

MOTION

Hugh Laird made a motion, seconded by Betsy Lepak, to repair the Electronic Signage at an estimate of \$4,351.75. for parts and labor. The motion passed.

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

Nays: None

Director Hoenig explained the need for repairs to the front refrigerated display case in the café. The Cookie Lady has requested the Library pay for the repairs and allow her to reimburse the cost in four monthly installments.

MOTION

A motion was made by Hugh Laird and seconded by Lonita Love to pay the invoice for repairs to the front refrigerated display case in the café to be reimbursed in four monthly installments. The motion passed.

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

Nays: None

Director Hoenig described the non-profit MORE Program she learned about at the Michigan Library Association Directors Summit meeting she attended last month. It offers an opportunity to collaborate on their InsYght database to connect business people with free resources already available. There are no costs to either the Library or the users of the service. The Director will verify other libraries satisfaction with the InsYght memorandum of understanding, then collect the signature of a Board officer.

The Director detailed the situation which prompted the letter to the Board from patron Daniel O'Hagan. She displayed a survey of Guest Pass provisions in neighboring libraries. Discussion ensued re the opinions of the Board members re amending the Computer Usage Policy to include a Guest Pass. A proposal will be presented at next month's meeting

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Hugh H. Laird
Secretary

Recorded by Huberta Karpinski

REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
JUNE 4, 2012

The special meeting of the Redford Township District Library Board of Trustees was held on Monday June 4, 2012 in the library.

The meeting was called to order by Presiding Officer Reva Wujcik at 4:30 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
 Bill Schroer, W. J. Schroer Co.

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, Love, Wirth and Wujcik.

Nays: None.

MOTION

David Wirth made a motion, seconded by Lonita Love, to approve the minutes of May 21, 2012 as corrected. The motion passed.

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

Nays: None.

CITIZENS COMMENTS

No comments were offered.

PRESENTATION

Bill Schroer addressed the Board re the Telephone Survey data and analysis. He reported the calls were random and he displayed slides which showed the percentages of the responses and detailed the relevance they evoked. He also distributed printed Summaries of the Attitude/Awareness and Usage Survey-2012 and answered questions from the Board.

MOTION

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Hugh M. Laird
Secretary

Recorded by Huberta Karpinski

**REDFORD TOWNSHIP DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
June 18, 2012**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday June 18, 2012 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	Lonita Love
	Hugh Laird	Reva Wujcik

Member Absent: David Wirth (exc)

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, Love and Wujcik.

Nays: None.

MOTION

Fred Inman made a motion, seconded by Betsy Lepak, to approve the warrant requests of May 31 and June 14, 2012. The motion passed.

Ayes: Baker, Inman, Laird, Lepak, Love 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 June 4, 2012. The motion passed.

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

Nays: None.

CITIZEN'S COMMENTS

No citizens were present.

FINANCIAL REPORT

Treasurer Lonita Love answered questions from the Board and reported the following:

\$ 85,886.42 JP Morgan (Bond) as of 5/31/2012

\$ 177,184.73	Comerica J-Fund as of 5/31/2012
\$ 246,604.32	Community Choice (CD) as of 3/31/2012
\$ 3,691,983.56	UBS (Investments) as of 5/31/2012
\$ 5,153.34	Comerica (Health Reimbursement Acct.) as of 5/31/2012

May UBS results were .08%, YTD + 1.01%, since inception +2.74%. For comparison: Three month US Treasury notes for May +.01%.

MOTION

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

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

Nays: None.

BUDGET TO ACTUAL REPORT

The Budget to Actual Report was reviewed and questions from the Board were answered by the Director.

DIRECTOR'S REPORT

Director Lisa Hoenig reported circulation for the month of May rose 9.25% to 24,556. Revenues including fines, printing, public copiers, cafe, video rental, meeting room fees, purchased cards and miscellaneous including The Library Network PayPal fine collection, Michigan Municipal Risk Management Authority distribution of excess net proceeds and the State of Michigan first 2012 State Aid payment totaled \$38,647.58 Computer usage including Internet fell by 36.94% to 3,132 hours for the month of May 2012. There were 17,135 people visiting the Library, 16.12% fewer than in the month of May 2011. We sent 3,162 books to other libraries, an increase of 30.28% and borrowed 4.43% more than last year, 2,407 books, for use by Redford patrons.

The incident reports were reviewed and discussed.

The Director mentioned this year will be the first time patrons can register and log their reading time on line.

She reported the State Budget that passed earlier this year includes new money for Libraries.

Twenty-three people attended the barbeque and represented the Library in the Redford Township Memorial Day parade. Pictures from that day were displayed. This event will be repeated next year.

COMMITTEE REPORTS

The Strategic Planning Committee held its introductory meeting May 23, 2012. The results of the Redford Township Demographic Study were presented and discussed.

OLD BUSINESS

No old business was transacted.

NEW BUSINESS

The Wayne County Tax Rate Request Form was presented.

MOTION

Hugh Laird made a motion, seconded by Lonita Love, that the Wayne County Tax Rate Request Form be approved. The motion passed.

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

Nays: None.

The Director explained the challenges received from patrons regarding the placement of the book 'The League of Extraordinary Gentlemen' and the DVD 'Jason and the Argonauts' in the children's collection. The book and the DVD were presented.

MOTION

Hugh Laird made a motion to approve the relocation of both the book and the DVD to the adult collection. The motion was seconded by Betsy Lepak and passed.

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

Nays: None

Discussion ensued re changes to the Employee's 457 Deferred Compensation Plan. Two plan possibilities were presented.

MOTION

Fred Inman made a motion, seconded by Hugh Laird, that both plans be accepted and the Municipal Employees' Retirement System Uniform 457 Supplemental Retirement Program Resolution be adopted. The motion passed.

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

Nays: None

The Director reviewed the internet use policy changes that were discussed in the May meeting. She also suggested changes to the lending policy.

MOTION

Hugh Laird moved the internet use policy and the lending policy be changed as recommended. The motion was seconded by Lonita Love and passed.

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

Nays: None.

The Director proposed the quiet study room be renamed 'The Frances Carpenter Quiet Study Room' to honor the deceased former employee. A formal dedication could be planned with publicity and dignitaries and Frances' family invited to attend the unveiling of the new signage.

MOTION

Hugh Laird made a motion, seconded by Betsy Lepak, to rename the quiet study room the Frances Carpenter Quiet Study Room. The motion passed.

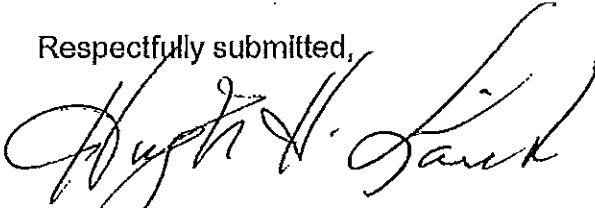
Ayes: Baker, Inman, Laird, Lepak, Love and Wujcik.

Nays: None.

By consensus the Board requested the Secretary write a Thank You letter to the President of the Friends of the Redford Township District Library to show the Board's appreciation for all the things the Friends do for the Library.

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

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

Hugh M. Laird
Secretary

Recorded by Huberta Karplinski