

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, November 20, 2018**

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At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Eli Greenbaum.

**Present:** Trustees: Sandra Edwards, Eli Greenbaum, Judy Lindstrom, and Joan Luksik.

**Administration:** Director Carol Mueller, Assistant Director Tera Moon, and Administrative Assistant Linden Godlove

**Guests:** Anna Pelepchuk, Circulation Department Head and Staff Organization Committee Representative (**SOC**); Adult Services Department Head Laura Kraly; student Christina Yu and her mother

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Upon discussion, a motion was made by Judy Lindstrom, seconded by Sandy Edwards **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

*A vote was taken for approval of the motion.*

*Ayes: Edwards, Greenbaum, Lindstrom, and Luksik*

*Nays: None*

**MOTION CARRIED**

**President's Verbal Report:**

President Greenbaum will share his report at the end of the meeting.

**Director's Verbal Report:**

Director Carol Mueller introduced the new Adult Services Department Head, Laura Kraly. The Library is very pleased to have her here. Laura Kraly originally comes from Davisberg and recently left the Laudit Library in Grand Haven. There she served as the Adult Services Department Head, and was also in charge of Local History and Genealogy, and Public Computing

Congratulations to Sandy Edwards on her election to the Library Board of Trustees. Tonight, other trustees are also being celebrated. This is the five year anniversary of Eli Greenbaum serving on the Board of Trustees and ten year anniversaries of Judy Lindstrom and Joan Luksik serving on the Board of Trustees. Director Mueller expressed congratulations to all and thanked the Trustees for being on the Library Board and for all that they do.

An update on the renovations: the bathrooms are once again open and the meeting rooms have been completed. The Library has received many wonderful compliments on the improvements. There are some details to take care of, but generally everything is done and the Director is pleased.

Just a month ago, there was a Michigan Library Association conference in Novi. Quinn Evans staff Jim Mumby and Geraldine Drake, as well as Tera Moon and Carol Mueller, spoke about

space planning and change management. Youth Services Librarian Jen Taggart was a speaker on special needs. Board Members Grant Gerhart and Sandy Edwards attended for one day.

Carol Mueller showed the board sets of alphabet blocks in different languages which are a lovely new gift funded by the Friends of the Library for Youth Services. These can be found in the Youth Services room. The Friends recently had a record second Saturday sale raising \$4,700.

### **REGULAR AGENDA:**

***Call to the Public:*** Student Christina Yu was attending for her government project. Anna Pelepchuk, representing the SOC, said there was nothing to report. Enthusiasm was expressed for the upcoming Library Holiday party.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### **11a. Election of Officers**

The Trustees elected the following Officers to serve the 2018-19 term: Judy Lindstrom, President; Grant Gerhart, Vice President; Sandy Edwards, Secretary.

A committee has been formed to elect the best candidate for each Library Board office. Joan Luksik, chair of the nominations committee, reported that the committee met and has chosen their slate of officers after speaking with various members of the Board. Judy Lindstrom is nominated as is the new president of the Board. The Board appreciates Judy taking on a great task in office once again. Grant Gerhart is nominated as the new vice president. The secretary nominated is the newly elected Sandy Edwards. Two of these officers are new and it is anticipated that they will provide a fresh view and different ideas.

*A vote was taken for approval of the motion.*

*Ayes: Deska, Edwards, Gerhart, Greenbaum, Lindstrom, and Luksik*

*Nays: None*

#### **MOTION CARRIED**

**New officers for the Library Board of Trustees: Judy Lindstrom as President of the Library Board of Trustees, Grant Gerhart as Vice President of the Library Board of Trustees, and Sandy Edwards as Secretary of the Library Board of Trustees.**

#### **11b. Board of Trustees Standing Committees**

Judy Lindstrom announced that there will be an appointment of committees, which will be delayed until January. Each board member should review the committees that they are on and decide if they wish to remain on these committees, or join a different committee.

#### **11c. Strategic Plan Review**

Director Carol Mueller extended her thanks to Assistant Director Tera Moon for all of her hard work on the Strategic Plan.

Assistant Director Tera Moon repeated her thanks to the Library Board for all their efforts in

serving the Library and the community. The Strategic Plan has received great support from Director Mueller. Tera Moon reviewed that the plan is about 2.5 years old. She reviewed the plan and the accomplishments achieved towards it. Tera Moon reviewed what was worked on and reviewed the questions that were in the board packet. The marketing plan was formed, the newsletter was redesigned, a video tour of the library was created and now in-person tours are provided. Communication between departments was improved with weekly staff huddles, Senior meetings, and a weekly email update, and all of these have improved communication, working between departments, and consistent service and enforcement of rules. Interdepartmental collaboration was increased, and the "One World Many Stories" program was a great example of that. The space needs assessment project was the biggest piece of the strategic plan. This came out of the goals to revise the Library to meet changing needs of community. Technology and community needs have shifted since the Library was last renovated ten years ago. Space will be provided for a more flexible area for the community to interact, meet, create projects, and other needs. There had been feedback from the community on the space needs project and it is a great process that continues to move the Library ahead in many ways.

The Board discussed the strategic plan and considered ideas for the future.

**OTHER:**

Sandy Edwards reported that the Friends of the Library met on November 14. They had a presentation by Kim Hoke, who will meet with local PTAs and reach out to them regarding the book sales. There is a discussion of special benefits for teachers. The treasurer is going to go to a quarterly report, rather than a monthly. The Vice President is going to start a committee to review positions on the Friends Board, and a new position needs to be created for Eve Parsons, who manages the Facebook promotion.

Carol Mueller updated the Board about PA202. The next Library Board meeting in December will bring forward several important trust documents to ensure funding is secured for the future for other post-employment benefits (OPEB).

Next Library Board Meeting will be Tuesday, December 18 at 7 p.m.

President Eli Greenbam gave his verbal report. He thanked everyone on the board, the staff, and the public. He has felt privileged to serve as president and is very proud of this library.

At 7:57 p.m. President Eli Greenbaum adjourned the meeting.

Submitted by:

A handwritten signature in black ink that reads "Tom Deska". The signature is written in a cursive, flowing style.

Tom Deska, Secretary