

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, March 17, 2020

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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 Judy Lindstrom.

Present: Trustees: Tom Deska, Sandra Edwards, Eli Greenbaum (via phone), Grant Gerhart, and Judy Lindstrom

Administration: Library Director Carol Mueller, Assistant Director Tera Moon, Finance Coordinator Sandi Bird, and Administrative Assistant Linden Godlove

Guests: Barbara Blum (via phone), Bloomfield Township Resident

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Upon discussion, a motion was made by Grant Gerhart and seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

No items were removed from the consent agenda.

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom said that she had been rather distraught about the virus. She turned on music and danced. Found recipes that she was challenged to make. The roads are not crowded. Gas prices are low. She hopes all stay healthy and encourages them to stay positive and avoid social media. She hopes to see all in April. If you dial 211, they are looking for volunteers.

**DIRECTOR'S VERBAL REPORT:**

Director Carol Mueller had to eliminate all of her original reports. Things had changed very rapidly over the past week. Carol and Tera attended a meeting at Bloomfield Township offices on Sunday. All are encouraged to stay home. It is predicted to take 15 days to flatten the curve. Bloomfield Township offices are now closed. Everything is on hold at the library. The Friends sales and their annual meeting will be postponed. The volunteer reception will be postponed as will the legislative breakfast. The drive up book return is open at this time. There has been increased usage of digital resources, such as Hoopla and Kanopy, and borrowing limits per month have been increased. The photo contest deadline was Sunday, March 15. The judging was to take place on April 2 but will need to be postponed. Some staff are here at various times but no more than 10 are present in the building at any time. All meetings and programs are cancelled through

May 1.

**REGULAR AGENDA:**

***Call to the Public:*** Barbara Bloom (via phone) thanked the library for doing all that it is doing to keep the community safe and well-read.

**UNFINISHED BUSINESS:**

No unfinished business

**NEW BUSINESS:**

**11a. FY 2019/2020 Amended Budget and FY 2020/2021 Proposed Budget**

Director Mueller thanked Finance Coordinator Sandi Bird and Assistant Library Director Tera Moon for their budget work. She also thanked the Trustees for their guidance and support. Director Mueller is pleased to present the proposed balanced budget that includes the FY 2019-2020 amended budget and the FY 2020-2021 proposed budget for the Library Board's review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library's capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows administration to continue to increase the capital improvements funding to complete necessary capital improvements projects.

As in past years, the proposed Gift Fund budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the Community Foundation of Southeast Michigan (CFSEM) and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. We assume all gifts will be spent during the year.

Upon discussion, a motion was made by Sandy Edwards, seconded by Tom Deska **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2020 - MARCH 31, 2021, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

**\$7,954,425 Revenues**  
**\$8,985,807 Expenditures**

**FUND BALANCE RESERVES SHALL BE DECREASED BY \$1,031,382 Net Revenue/(Expenditures). THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE SPACE NEEDS PROJECT.**

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

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

*Nays: None*

**MOTION CARRIED**

**TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2019 - MARCH 31, 2020, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

**\$7,750,628 Revenues**  
**\$9,661,730 Expenditures**

**FUND BALANCE RESERVES SHALL BE DECREASED BY \$1,911,102 Net Revenue/(Expenditures). THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE ROOF REPLACEMENT AND SPACE NEEDS PROJECTS.**

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

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

*Nays: None*

**MOTION CARRIED**

Upon discussion, a motion was made by Tom Deska, seconded by Sandy Edwards **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2020 - MARCH 31, 2021, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

**\$700 Revenues**  
**\$162,195 Expenditures**

**TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2019 - MARCH 31, 2020, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

**\$72,840 Revenues**  
**\$234,335 Expenditures**

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

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

*Nays: None*

**MOTION CARRIED**

**OTHER:**

Sandy Edwards reported on the Wednesday, March 4 Friends of the Library meeting. The next two book sales – March and April – have been cancelled. The annual meeting will be rescheduled at a much later date.

The Building and Grounds Committee meeting and the Development Committee meeting have been cancelled.

The next Library Board Meeting will be Tuesday, April 28 at 7 p.m.

At 7:23 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Sandra Edwards". The signature is written in black ink and is positioned centrally below the "Submitted by:" text.

Sandra Edwards, Secretary