

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, May 19, 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. She stated that the meeting would be recorded.

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

Administration: (via zoom): Library Director Carol Mueller, Assistant Director Tera Moon, Facility Services Department Head Joel Dion, and Administrative Assistant Linden Godlove

Guests: (via zoom) Anna Pelepchuk, Staff Organization Committee (SOC) representative and Circulation Services Department Head

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Upon discussion, a motion was made by Sandra Edwards and seconded by Joan Luksik **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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

*Deska: Aye*

*Edwards: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom commented on an article from *National Geographic* on "Zoom fatigue," the platform the Library Board is currently using to conduct Library Board Meetings. Meetings can last "an extraordinarily long time", without the same normal nuanced interactions that subtly shift discussions. She commented on another article where an attendee of a Zoom meeting noted the time it took for participants to manage technical errors, introduce their pet cats, and other elements unique to these meetings which can make them last twice as long. President Lindstrom said, with all that, she is delighted to see everyone for the Board Meetings. She hopes everyone is enjoying "the gift that spring brings us with colors and fresh air."

## **DIRECTOR'S VERBAL REPORT:**

Director Carol Mueller reported that the executive orders for Stay Home/Stay Safe and also the closure of libraries will expire on May 28. Assuming that date does not change, library staff can return to the building and the Library may begin to provide limited services. The Library has continued to prepare for the phased reopening plan. All decisions are based on the executive orders that libraries must follow, as well as efforts to keep everyone safe and healthy. Everyone is eager to return to the Library building. There is much work to be done when staff returns. Staff will need several days before opening services to the public to be trained on some new expectations, including having their temperature checked, wearing a mask, practicing social distancing, and taking on extra responsibilities for keeping work areas clean and sanitized. Then, phase one services will begin, which includes telephone reference and reader's advisory services, open drive up returns, and open curbside delivery services. It is not certain how long this phase will last. In work areas, there are now sanitizing stations and cleaning products set up. Staff may need work areas moved in order to practice social distancing. A policy and a phased reopening plan is being prepared by Administration and will be presented to the Library Board at the June meeting.

Meanwhile, the building may be closed but the Library is still open. Library staff has virtual programs and activities in place and are working on more. Teen Club is (virtually) taking place every other Tuesday. Youth Services is working with area schools to book talk for summer library programs. Also online are 4<sup>th</sup> – 6<sup>th</sup> grade book discussions, and digital coding classes, Story times (Director Mueller recommends seeing Youth Services Intern Amanda Carroll's recent story time with her children), crafts (including Youth Services Intern Charlie Cusack's slime project and aquarium in a bottle), English Conversation Hours meet twice per week with Oakland Literacy Council partnership, and classes on Word and Excel. Coming soon are gaming, virtual summer library programs for kids, teens and adults themed "Summer discovery" June 15 – July 31, book talks, trivia, game nights and story times are all part of the fun. Library staff has been very busy planning, ordering, learning, sharing and so much more.

## **REGULAR AGENDA:**

***Call to the Public:*** Anna Pelepchuk, representing the SOC, reported that the SOC hosted an all staff meeting last week to discuss what the SOC can do for staff at this time. Staff posed for a photograph to use on the website and on social media where they held up books, hearts, and signs to greet the community. The staff shared ideas of how they might be able to transition more comfortably into working in the coming phases of opening.

Joel Dion, representing his role as Facilities Department Head, reported that he has been doing as much as possible to "keep the wheels turning" at the Library building. He expressed that it is an honor and a privilege to serve his community and he has "never felt a greater sense of duty before now."

## **UNFINISHED BUSINESS:**

No unfinished business.

## **NEW BUSINESS:**

### **11a. Cleaning Services Bid**

Carol Mueller said it is a good business practice to get different proposals on different services

that the Library requires. She thanked Tera Moon and Joel Dion for their hard work on this bid. One never knows what one will get, and all proposals are analyzed, references checked, and everything is considered.

On February 3, 2020 a request for proposals for library cleaning services was released. This request was sent to 22 companies in the metro Detroit area, posted on the Library's website, and available at the Welcome Desk in the Library.

A mandatory walk-through for interested proposers was held on Friday, February 21, 2020. Representatives from six cleaning companies attended the walk-through: Allied Building Services, Augies Building Services, CITI Building Services, Du-All Cleaning, Inc., JaniKing, and Polished to Perfection. The deadline for proposals was Monday, March 9, 2020 at 4:00 p.m. The Library received proposals from four cleaning services companies: Augies Building Services, Du-All Cleaning, Inc., JaniKing, and Polished to Perfection. All four proposals received were carefully reviewed by Joel Dion, Carol Mueller, and Tera Moon.

JaniKing's bid was eliminated for being the highest bidder. Polished to Perfection and Augies Building Maintenance were second and third highest. All three firms presented quality assurance plans and appeared to offer multiple methods of communication between themselves and the Library. Augies Building Services indicated they would need to hire more staff to service the Library's account. Polished to Perfection has no municipal or library experience. References for all companies were contacted. All were positive.

Du-All Cleaning, Inc.'s bid was the lowest. Du-All Cleaning, Inc. assigns one crew to the Library's account and allows direct communication to the on-site supervisor. The on-site supervisor is part of the nightly cleaning crew, which is preferable to the Library. Du-All Cleaning, Inc. provides emergency cleaning and restoration services, which the Library has needed in the past. Du-All Cleaning, Inc. provides cleaning services to several area libraries and busy public buildings, and meets or exceeds our proposal requirements.

After analysis of all proposals, the recommendation of Library Administration and Facility Services is to award the contract to Du-All Cleaning, Inc.

Joel Dion reported that Du-All was very on top of everything with the COVID-19 cleaning necessities, as well as the past times the Library has flooded. He expressed great confidence and trust in them and their services.

Upon discussion, a motion was made by Sandy Edwards and seconded by Grant Gerhart **TO APPROVE THAT DU-ALL CLEANING, INC., 35474 MOUND ROAD, STERLING HEIGHTS, MICHIGAN, 48310 BE AWARDED THE CONTRACT TO PROVIDE CLEANING SERVICES FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COMMENCING ON JUNE 1, 2020.**

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

*Deska: Aye*

*Edwards: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*  
*Lindstrom: Aye*  
*Luksik: Aye*

## **MOTION CARRIED**

### **OTHER:**

Sandy Edwards reported on the Wednesday, May 6 Friends Board Meeting, which was conducted via Zoom. The sad news was reported that Friends Board member Ira Firestone had taken ill that morning. Later that day, Director Mueller shared that he had passed away. Director Mueller gave the Friends the Wish List, with items totaling \$11,750 for them to consider and determine at the next Friends meeting. This included STEM Collections, floral arrangements and more. The Friends received a bequest of \$20,000 from Richard J. Bilaitis, a deceased art professor from Wayne State University. This was called a preliminary distribution and it is possible that more money will be given to the Friends. Mr. Bilaitis' affiliation with the Library is not known, although he was a Bloomfield Hills resident. The Friends were concerned about electing officers, which is usually conducted during the annual meeting in May, and they changed a bylaw so they can meet as soon as convenient in the new fiscal year to elect officers. They have decided to include a mail-in ballot with the annual report so that the Friends could vote on the electing officers. The Friends reported the pop-sales generated \$1,700. Their next meeting is June 3 at 1 p.m.

Joan Luksik asked when the Library will open the first phase of services to the community. Director Mueller reported that a week will be needed for staff to return, get acclimated with the new protocols, and set everything up for curbside delivery and more. This depends on if the executive order for the stay home/stay safe is not extended, and the order for the closure of libraries is not extended beyond the date of both, which is May 28. The hopeful date for curbside pickup and other services is Monday, June 8. Joan Luksik commented that the eNewsletter sent out was excellent for maintaining contact with the patrons.

Grant Gerhart commented on Zoom, remarking that if the participant mutes their speaker, it prevents the distraction of their video screen popping up out of turn.

The next Library Board Meeting will be Tuesday, June 16 at 7 p.m. This will be a zoom meeting, where the annual serials bid award will be discussed.

At 7:39 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary