

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, June 16, 2020

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At 7:01 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): Sandra Edwards, Eli Greenbaum, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Administration: (via zoom): Library Director Carol Mueller, Assistant Director Tera Moon, 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 Sandy 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.*

*Edwards: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom remarked on how when you have certain joys, she considers them "red letter moments." There are many great moments still happening right now, although they may seem smaller with social distancing. During this time, she had virtually attended a baby shower, a graduation, and a wedding. The wedding was between two people who had known each other since high school and moved into the same retirement community. In their late 80s, they decided "we're on borrowed time" and got married via Zoom. These moments are to be remembered and treasured because they are so unique to this period in history. "One of the blessings is to be here," she said.

**DIRECTOR'S VERBAL REPORT:**

Director Carol Mueller reported that returning to the Library building is one of the treasures of this particular time, as staff was able to enter the Library on June 8. There are some anxieties with the transition back into work and adapting to the new safety measures. It is delightful to be together

again. She thanked Assistant Director Tera Moon for the many communications, such as the directional signs for curbside service. On Thursday, June 11, the drive up returns opened and this has been going very smoothly. Circulation Department Head Anna Pelepchuk and the Circulation staff have worked very hard to check in materials, quarantine items for 72 hours, and then reshelv these. As of Monday night, there were 1,936 items on the hold shelf. On Monday, June 15, the Library began offering its first curbside service and this has been very well received. There was some initial confusion among patrons on the first day, but she has not heard any reports of issues since. Curbside service may be extended beyond the phases of reopening. With the gradual return of services, Director Mueller commented, "reopening is like a dimmer switch." The Summer Reading Program began this week on June 15, with the theme, "Imagine your Story: Summer of Discovery 2020." All of the summer reading programs will be virtual and registration is online.

### **REGULAR AGENDA:**

***Call to the Public:*** Anna Pelepchuk made no remarks on behalf of the SOC. As Circulation Department Head, she reported on the Circulation Department's activity with the return to the Library. Since opening Phase II, Circulation has constantly been busy with phone calls, curbside service, and returns. Staff from other departments have joined Circulation to assist in running materials to vehicles.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### **11a. Periodical Bid Award**

Each year the Library releases a request for serials subscription services proposals. Assistant Director Tera Moon worked with Adult Services Librarian Ed Niemchak to conduct the bid process for 2021 serials subscriptions services. This bid process was conducted while staff were working at home. All communications were conducted electronically.

A request for proposals was emailed on May 11, 2020 to seven companies –EBSCO Information Services, LM Information Delivery, Magazine Subscription Service Agency, Popular Subscription Service, Prenax Inc., Rivistas Subscription Services, and W. T. Cox Information Services – and posted on the Library website.

The deadline to receive all proposals was Friday, May 29, 2020 at 4:01p.m. A bid opening was held via Zoom on Friday, May 29 at 4:01pm. One vendor attended, LM Information Delivery. Proposals were received from EBSCO Subscription Services, LM Information Delivery, Popular Subscription Services, and W. T. Cox Information Services. Prenax Inc. notified the Library in writing that they declined to submit a proposal. Ed and Tera thoroughly analyzed all four proposals received.

W. T. Cox Information Services is the Library's current serials vendor. They submitted a proposal for periodical subscriptions of \$30,153.85. W. T. Cox is able to provide all the titles requested plus meet all of the library's service requirements. Bloomfield Township Public Library has used W. T. Cox since 2006 with the exception of one year during which a different vendor was used. The Library's experience with W. T. Cox's service during these years has been very good. Their customer service is responsive and satisfactory. All references

consulted were positive.

Upon discussion, a motion was made by Sandy Edwards and seconded by Joan Luksik **TO AWARD THE 2021 LIBRARY SERIALS SUBSCRIPTION SERVICE BID TO W. T. COX INFORMATION SERVICES, 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

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

*Edwards: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

### **11b. COVID 19 Preparedness Policy and Reopening**

The Library is required by Executive Order 2020-97 to have a COVID 19 Preparedness and Response Plan. This executive order is quite specific about the information that should be included in such a plan. Library Administration has drafted a policy that includes a reopening summary and reopening phases for the Bloomfield Township Public Library with all of the required information. Director Mueller feels very confident about the plans made for safety. Director Mueller said the changes of reopening phases will be ongoing, as the virus continues to be ongoing. The Library is currently in Phase II, with “contactless service” via drive up returns and curbside delivery among the services. Phase III “Controlled In-House Service” will be limited public access. The Department Heads will be assessing the entire building to determine what further changes need to be made, including moving furniture into storage. Social distancing mats are in place to indicate where people need to stand. Some staff has been relocated to adhere to social distancing guidelines. There will be a notice at the front entrance alerting patrons to their expectations. There are posters in the restroom about how to properly wash hands. Many thanks to the department heads, Deb Smith from Circulation, and Lori Smith Hoogasian from Technical Services for their assistance in creating this plan.

Upon discussion, a motion was made by Joan Luksik and seconded by Eli Greenbaum **TO APPROVE THE COVID 19 PREPAREDNESS AND RESPONSE PLAN FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED EFFECTIVE JUNE 16, 2020.**

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

*Edwards: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

### **11c. Corporate Dining Concepts Agreement Amendment**

Corporate Dining Concepts has provided library vending services in the staff and public areas since April, 2010. The new three-year agreement with Corporate Dining Concepts began on April 1, 2020.

The Library has received excellent vending services from Corporate Dining Concepts for the past 10 years. This new agreement year started with the library building being closed on March 14, 2020 due to the COVID 19 pandemic. Corporate Dining Concepts recently reached out regarding a revision to the library vending services agreement with them. They are in the midst of a very challenging business climate for vending services. Corporate Dining Concepts no longer feels confident about their ability to meet the \$7,500 guaranteed commission in the current agreement to be paid to the Library in April at the beginning of the fiscal year. They have proposed a revision to the Library's vending services agreement to remove this guarantee and offer straight commission paid quarterly. Commission amounts remain the same at 25% for public vending sales and 20% for staff vending sales.

Upon discussion, a motion was made by Grant Gerhart and seconded by Eli Greenbaum **TO APPROVE THE AMENDED AGREEMENT WITH CORPORATE DINING CONCEPTS, 1645 WEST HAMLIN, ROCHESTER HILLS, MICHIGAN, EFFECTIVE JUNE 16, 2020.**

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

*Edwards: Aye*

*Gerhart: Aye*

*Greenbaum: Aye*

*Lindstrom: Aye*

*Luksik: Aye*

## **MOTION CARRIED**

### **OTHER:**

Sandy Edwards reported on the Wednesday, June 3 Friends Board Meeting, which was conducted via Zoom. The Friends continue to be very enthusiastic, while being very limited with their volunteering during the phases of reopening. At this point, volunteers are not permitted in the building and donations are not being accepted. The Friends approved the April/May Wish List requesting \$11,750 for STEM collections, Summer Reading, entrance flower arrangements, yearbooks for the Local History collection, and more. They are still working on their Annual Report. The nominating committee has presented three new candidates for the Friends Board. Their next meeting is July 8 at 1 p.m.

The next Library Board Meeting will be Tuesday, July 21 at 7 p.m.

At 7:47 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary