

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, August 18, 2020

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, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, and Joan Luksik

Administration: (via Zoom): Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove, Finance Coordinator, Sandi Bird

Guests: (via Zoom) Anna Pelepchuk, Staff Organization Committee (SOC) Representative and Staff Organization Committee; Diane Lieberman, Bloomfield Township Resident

Upon discussion, a motion was made by Eli Greenbaum 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

Deska: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom shared an anecdote about her mother, who once said, "Remember 18, 19, and 20. Those numbers are important and one day we will be celebrating them." She observed that today, August 18, 2020, is the 100th anniversary of when the 19th amendment was ratified, giving women the right to vote in 1920. President Lindstrom connected women's rights with women's role in libraries. She read from an article by Professor Dee Garrison from *The Journal of Social History*: "The American public libraries played an important role in a revolution of social change as it pertained to women." Librarianship has been an important profession for women throughout history, only surpassed by teaching. These changes in women's roles have taken time. Carla Hayden was the first woman and the first African American to be sworn into the Library of Congress in 2016. President Lindstrom closed with a quote by Harriet Tubman, "Every great dream begins with a dreamer. Always remember, you have within you the strength, the

patience, and the passion to reach for the stars to change the world.”

DIRECTOR’S VERBAL REPORT:

Director Mueller shared a comment sent from a resident “family of readers”, expressing sincere thanks to the staff for their selfless efforts to keep the Library operating during the Pandemic. She shared an update on Phase III of the library’s reopening. The Library currently receives about 200 visitors a day. Curbside service remains popular, however patrons appreciate being able to enter the Library and have been respectful. Staff has been very nimble and creative to come up with virtual resources. She is very proud of how the staff has performed during this time. There will be some updates on the building. A lighting assessment had been completed as of last week and there are plans to update the lighting with LEDs. In mid to late September, some carpeting will be replaced in the central lobby of the Library as well as the Administrative hallway. On Monday, August 10, MelCat borrowing resumed. Many items are out statewide, so service will be slow for a period. The library’s photo contest resumed. The winners have been selected and notified. Assistant Director Tera Moon shared the winning photos with the Library Board. The deadline to enter the contest had been March 15, two days after the Library had to close due to the pandemic. 57 people submitted 96 photos. There had been some repeat winners from previous years. The winning photos will be in the display case, on the website, and on social media as well. Many thanks to judges Nancy Kulish, Laurie Tennent, and Eric Keller.

Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2020- March 31, 2021.

President Judy Lindstrom called to order the FY 2021/2022 public budget hearing for Bloomfield Township Public Library.

Director Carol Mueller expressed that it was her pleasure to present a sound budget which allows the Library to complete many necessary capital projects. She reviewed a few amendments to the FY 2020-2021 budget, due to loss of revenues from the Library Shop, the meeting room rentals, the vending café, and other changes brought on by the pandemic. She gave an overview on the FY 2021-2022 preliminary budget. The final budget for FY 2021-2022 will be approved in March 2021.

President Lindstrom applauded Director Carol Mueller, Assistant Director Tera Moon, Finance Coordinator Sandi Bird, and other staff for putting together this budget.

Motion to Approve the Preliminary Fiscal Year 2021-2022 General Fund Budget and Tax Levy and the Amended Fiscal Year 2020-2021 General Fund Budget:

Upon review and discussion of the preliminary General Fund Budget and Tax Levy, a motion was made by Eli Greenbaum seconded by Sandy Edwards.

TO APPROVE THE PRELIMINARY PROPOSED GENERAL FUND BUDGET GENERAL FUND BUDGET FOR FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY: \$ 8,282,542 FOR THE ANTICIPATED REVENUES AND

\$8,175,538 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE INCREASED BY: \$107, 004.

THAT THE APPROVED GENERAL FUND BUDGET AND TAX LEVY FOR FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022 BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, FOR THE CURRENT FISCAL YEAR APRIL 1, 2020 - MARCH 31, 2021, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY, \$8,021,339 FOR THE ANTICIPATED REVENUES AND \$8,259,428 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE DECREASED BY (\$238,089). THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE SPACE NEEDS PROJECTS.

A vote was taken for approval of the motion.

*Deska: Aye
Edwards: Aye
Gerhart: Aye
Greenbaum: Aye
Lindstrom: Aye
Luksik: Aye*

MOTION CARRIED

Upon review and discussion of the Preliminary Gift Fund Budget for FY 2021-2022, a motion was made by Tom Deska, seconded by Eli Greenbaum:

TO APPROVE THE PRELIMINARY PROPOSED GIFT FUND BUDGET, FOR FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022 IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$162,195 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

A vote was taken for approval of the motion.

*Edwards: Aye
Deska: Aye
Gerhart: Aye
Greenbaum: Aye
Lindstrom: Aye
Luksik: Aye*

MOTION CARRIED

Public comment: Diana Lieberman was welcomed. She was interested to see how the Library Board meeting process works and she was pleased to see the Library was in good fiscal shape.

President Lindstrom closed the public budget hearing.

REGULAR AGENDA:

Call to the Public:

Anna Pelepchuk, representing the SOC, reported the staff had an “ice cream almost social” in July. There were popsicles, ice cream sandwiches, and other frozen treats to enjoy for days. August is fundraising Bingo among the staff. The SOC conducted a survey among the staff about what they wanted to do for the holiday party, given the social distancing challenges. The final decision was to wait until next year and plan for a nicer celebration then. The SOC will do something simple around the holidays to keep the staff moral up.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Proposed 2021 Holiday Calendar

Director Mueller presented the proposed 2021 calendar, which includes twelve total days closed to the public and two early closings. This is one additional day closed than in 2020. The two evenings the Library closes early in 2021 are Thanksgiving Eve on Wednesday, November 24 and on New Year’s Eve on Friday, December 31 in 2021. The Library closes at 5:30pm on these two days. Director Mueller proposes that the Library remain closed on Sunday, December 26, 2021 also. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

Upon discussion, a motion was made by Grant Gerhart, seconded by Tom Deska **TO APPROVE THE PROPOSED 2021 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION PASSED

11b. CARES Act Agreement and Resolution

Oakland County has received funding from the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”) and is making it available to local organizations including public libraries, community centers and senior centers. The purpose of this funding is to remediate unanticipated expenditures necessitated by the COVID-19 pandemic. Bloomfield Township Public Library has been impacted by this pandemic and has purchased items to respond to the

public health emergency it has created. Among the items the Library purchased to help make the library safer for staff and patrons are personal protection equipment, Plexiglas shields at all public service desks, and social distancing mats. These expenditures were not anticipated nor were these accounted for in our annual budget. To apply for and receive CARES Act funding, an interlocal agreement between Bloomfield Township Public Library and Oakland County is required.

Two documents were shared. The first document is the interlocal agreement between Bloomfield Township Public Library and Oakland County. The second document is a resolution that states the Bloomfield Township Public Library Board of Trustees approves the interlocal agreement between the Library and Oakland County and authorizes the Library Director to take actions related to the application.

Sandy Edwards read the resolution:

WHEREAS, Oakland County has made available resources from the County's CARES Act allocation to local public libraries, community centers and senior centers to remediate the impact of the COVID-19 pandemic in the communities: and,

WHEREAS, These funds are made available under the federal CARES Act Coronavirus Relief Fund which provides that payments from the fund may only be used to cover costs that—

- 1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);**
- 2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and**
- 3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020, and,**

WHEREAS, Oakland County requires The Bloomfield Township Public Library and Oakland County enter into an interlocal agreement prior to disbursement of the funds, and,

WHEREAS, The Library Director is authorized to execute the interlocal agreement on behalf of the Bloomfield Township Public Library and Board Trustees, a copy of which is attached hereto.

WHEREAS, The Board has reviewed the proposed agreement at length and is required to vote on the approval of a the interlocal agreement, and now, therefore, let it be

RESOLVED, The Bloomfield Township Public Library Board of Trustees hereby approves the interlocal agreement attached hereto and made a part of the record.

IT IS FURTHER RESOLVED That the Bloomfield Township Public Library Board of Trustees hereby authorizes the Library Director to take all actions necessary in connection with the submission of the interlocal agreement and any subsequent follow-up actions required or deemed desirable to help ensure compliance with the Act.

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards reported on the Wednesday, August 5 Friends Board Meeting, which was conducted via Zoom. The Friends had an annual meeting on Wednesday, August 12. Three new candidates for Board positions were elected. Donations had been received in memory for Ira Firestone and will go towards the chamber music concerts that he enjoyed. The Friends received a surprise gift from Brian and Elizabeth Bachynski who donated \$5,000. This is the second major gift received this year. The Friends had a private book sale for staff, volunteers, and trustees. Their next meeting is September 2 at 1 p.m.

Sandy Edwards attended the United for Librarians virtual conference on August 4 – 6. She really enjoyed it and she took notes that she shared with Administration, including strategic planning. Great resources were provided for community based strategic planning and community engagement, including wonderful resources on the American Library Association website. Another main focus of the conference was advocacy. Library funding should be looked at and where it comes from, depending on the region, particularly in reflection to the pandemic and how it affects funding. When promoting libraries, the discussion should be shifted to why libraries do what they do, which can tie in well with strategic planning.

The next Library Board Meeting will be Tuesday, September 15 at 7 p.m. Topics will include the FY 2019/2020 Library Audit with Alan Panter, Yeo & Yeo and FY 2019/2020 library annual report.

At 7:55 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary