

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 15, 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) Alan Panter, Principal from Yeo & Yeo

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom thinks of September as a time of new beginnings, when school starts and the seasons change. She expressed gratitude to everyone for "soldiering through" despite not being able to be together. Eventually "we will see this in the rearview mirror," and she praised how staff has worked hard, patrons have been patient and kind, the Board has worked extraordinarily well together, and she applauds everyone. She again expressed her optimism for new beginnings in September.

DIRECTOR'S VERBAL REPORT:

Director Mueller shared good news: the Bloomfield Township Public Library has been given the Partner with the Arts Award from the Birmingham Bloomfield Cultural Council in recognition of art in public places. This is not only for the visual art and sculptures in the Library, but also for things like the concerts and the photo contest. This is a wonderful recognition and on October 2, Judy Lindstrom will be accepting the award for the Library. The ceremony will be held virtually and there will be a recording. Director Mueller thanked the Library Board for all of their support and for all that they do. She provided an update on the Library's current phase of service during the pandemic, phase III, which permits limited access inside of the building. The numbers are going up. Circulation in August was 75% of what it had been before the pandemic. The patron count is down, but increasing slowly every day and there are now about 300 visitors daily. The curbside service remains good; however the hours have been reduced on the service from 10am to 5pm. Some patrons are disappointed that they cannot sit down and use the space for prolonged times. It is hoped that this will be available soon, but it is not anticipated that the Library will be in Phase 4 of opening until early next year. The Adaptive Umbrella program will be held virtually on September 23. The silver lining is that more than 250 people are attending from across the nation, whereas usually the

building could only accommodate around 90 people. Jen Taggart, Assistant Department Head of Youth Services, is coordinating this accessibility support workshop. The Building and Grounds Committee meeting is Thursday, September 17 at 11 a.m. There will be updates on the LED lighting project and carpeting project. Youth Services is offering kits that offer the world in a bag, called "Roam from Home" with different countries represented in books, DVDs, and CDs.

Trustee Joan Luksik requested that Fines and Fees be removed for discussion.

A motion was made by Grant Gerhart and seconded by Sandy Edwards **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA ITEMS FOR THE REGULAR AND CONSENT AGENDAS**

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Lindstrom: Aye

Luksik: Aye

REGULAR AGENDA:

Call to the Public:

None present

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Audit

President Lindstrom thanked Director Carol Mueller, Finance Coordinator Sandi Bird, Assistant Director Tera Moon, and Allen Panter of Yeo and Yeo for putting the audit presentation together.

Yeo & Yeo was the auditing firm used by Bloomfield Township Public Library for FY 2019/2020 with Alan Panter, CPA, as the Principal. He and his team provided auditing fieldwork in May that went very smoothly and was conducted virtually. The Library again received a favorable report from Yeo & Yeo for the Library's FY 2019-2020.

On September 1, 2020, the Finance Committee Trustees Sandy Edwards and Joan Luksik and Library Board President Judy Lindstrom met with Alan Panter to review the audit. Alan provided a very thorough review of the Library's audit and answered the Trustees' questions. The Finance Committee recommends that the Library Board accepts the audit report as presented.

Alan Panter, Principal from Yeo & Yeo, attended the meeting and provided an overview of the audit and answered the Trustees questions.

Upon discussion, a motion was made by Tom Deska and seconded by Joan Luksik **TO ACCEPT THE FISCAL YEAR 2019/2020 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.**

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

11b. FY 2019/2020 Library Annual Report

Assistant Director Tera Moon expressed “this is one of the most fun and challenging” of all her jobs at the Library. It is enjoyable to review the previous year and take stock of accomplishments and events that took place in the previous fiscal year. It is easy to get caught up in moving from one project to another, so pausing to gather important moments from the recent past is energizing and a pleasure. Library staff is never short on ideas, innovation, or enthusiasm, nor are there many dull moments in the life of our Library, especially this year with so many building projects, many of which happened at the same time.

Some of the highlights of Library events, programs and accomplishments of this past year include: 320,001 items in the collection, 19,549 patrons attended 723 programs, 2,243 hours given by volunteers, and there were 181,939 visitors to the Library during the last fiscal year. It was a year of building projects, with reimagining library spaces, creating the Commons area, replacing the Lobby floor, and the building the new roof. These are just a few of the accomplishments of this past year. Assistant Director Moon expressed gratitude to the Library Board for their unwavering support, to the Friends for their generosity and to the library staff who make it all happen.

The Annual Investment Report compares library investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2019/2020 Annual Report will be posted on the Library website and will be distributed to the Friends Board. Tera Moon shared highlights from the annual report and accompanying notebook. The notebook will be available at the Welcome Desk through the end of September to look at while at the Library. The notebook contains not only the library-wide report, but reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator, and Department Heads, plus photos, media coverage, and much more. It is a wonderful snapshot of a year in the life of Bloomfield Township Public Library and will be permanently kept in the Library Archives.

Assistant Director Tera Moon expressed thanks to all Library Department Heads for submitting

their summaries of the year's activities in their respective department, as well as the Administration Clerks, Jane Bersche and Laura Moore.

Upon discussion, a motion was made by Joan Luksik seconded by Tom Deska **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2019/2020.**

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

11c. Pension and OPEB Reports

The state of Michigan requires two reports be completed each year regarding the local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations per PA 202 of 2017. The Library's reports have been prepared by Finance Coordinator Sandi Bird and submitted to the state's Department of Treasury to verify the Library's compliance with PA 202.

11d. Other Post-Employment Benefits Resolution

The state of Michigan Public Act 202 of 2017 requires local units of government to comply with reporting requirements as specified in this act. These reports verify funding levels of a local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations. For OPEB obligations, the state requires 40% funding of a local unit of government's obligations.

At the end of the Library's fiscal year, the Library experienced an untimely and temporary market loss due to the impact of COVID-19 on the investment markets. This caused the OPEB trust fund to be less than 40% funded at year end on March 31, 2020. The library's actuaries determined the OPEB trust was funded at 38.51% at year end and recommended that a contribution of \$80,000 be made by the Library to the OPEB trust. This contribution was made in April, 2020. Since that time, this contribution and market gains have increased the Library's OPEB funding to above 40% once again.

However, Public Act 202 reporting requirements mandate that the Library file an "Application of Waiver and Plan" as a result of the underfunded status of the Library's OPEB trust for reporting year 2020. The Library is requesting the state to grant a waiver from "corrective action plan reporting" as the OPEB trust is once again 40% funded.

Sandra Edwards read the resolution:

WHEREAS, Public Act 202 of 2017 requires local units of government that have established, maintain, or participate in and provide retirement pension benefits or

retirement health benefits, or both, to comply with certain reporting and other requirements as specified in the Act; and

WHEREAS, At the FYE 3/31/20, The Bloomfield Township Public Library experienced untimely and temporary market losses due to COVID-19 for the OPEB Trust account, causing the funded ratio to fall slightly below 40%. An actuarial recommended contribution of \$80,000 was made in the following month, 4/2020 and market gains in 4/2020 and 5/2020 increased the account values back to levels reported at 2/2020, and

WHEREAS, The Bloomfield Township Public Library is filing with the State Department of Treasury the “Application for Waiver and Plan” as a result of the underfunded status of the library’s OPEB trust for the reporting year 2020, pursuant to Section 3 of the Act; and

WHEREAS, The Board is now required to review and vote on the approval of a waiver application, prior to its submission by the Bloomfield Township Public Library to the Municipal Stability Board;

WHEREAS, The Finance Coordinator and the Library Director of the Bloomfield Township Public Library have submitted a proposed waiver application to the Board, a copy of which is attached hereto, the Board has reviewed the proposed waiver application at length, and now, therefore, let it be

RESOLVED, The Bloomfield Township Public Library Board of Trustees hereby approves the waiver application 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 Finance Coordinator and the Library Director to take all actions necessary in connection with the submission of the waiver application to the Municipal Stability Board and any subsequent follow-up actions required or deemed desirable to help ensure compliance with the Act.

These Resolutions are hereby adopted by the Trustees, as of the date set forth above.

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

Joan Luksik had a query regarding the fines and fees for this fiscal year. She wanted to know how fines had accrued when fines were not charged during the stay-home order. Anything checked out as of March 13 would be renewed, but items checked out after the Library opened in June can now accrue fines. Also, when they wished to use digital resources, some patrons discovered their accounts were closed, due to unpaid fines. The fines were paid so that accounts could be reactivated.

Upon discussion, a motion was made by Sandy Edwards and seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE 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

OTHER:

Sandy Edwards reported on the Wednesday, September 2 Friends Board Meeting, which was conducted via Zoom. The Friends were delighted to report on the pop-up sale for staff and volunteers, which netted \$453 in book sales, \$210 in membership, and \$58 in donations. People who attended were pleased to get new materials. New memberships are coming in after a period where the Friends were unable to contact members for 3 or 4 months during the stay-home order. In August, Director Mueller submitted a Wish List request totaling at \$13,200. This will be voted on at the October meeting so the newest Friends Board members have time to review it. The Friends next meeting is October 7 at 1 p.m.

The next Library Board Meeting will be Tuesday, October 20 at 7 p.m. Topics include the annual policy review.

At 7:56 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:



Sandra Edwards, Secretary