

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, October 20, 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, and Administrative Assistant Linden Godlove

Guests: (via Zoom) Paul Zink, Systems Specialist and SOC Representative

Upon discussion, a motion was made by Grant Gerhart and seconded by Eli Greenbaum **TO APPROVE THE ORDER OF ITEMS ON THE CONSENT AGENDA 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

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom declared that fall is one of her favorite seasons. She exhorted all to embrace every gift this year and every good thing that is available during these times. In that light, this autumn is particularly beautiful to enjoy this year. "Ma Nature has delivered," she declared, noting all the light and colors were a joy this season.

DIRECTOR'S VERBAL REPORT:

Director Mueller said that "speaking of light and color" the Library had the LED lighting tour last week. The improved LED lighting plan is on schedule and will bring great improvements to the Library. There are samples of the new lighting installed in the Adult Services non-fiction area as well as in Meeting Room 3 on the lower level. There is a Building and Grounds committee meeting on Thursday, October 29 where they will discuss the next steps in this process and

budget guidelines may be available. The painting in the Administration hallway has been completed. The carpeting will be replaced there as well as in the main library lobby. Some shelves and other things will be moved next week and the carpeting will be laid in stages. In November, Assistant Director Tera Moon will be featured on BCTV monthly with highlights of the Library. This is National Friends of the Library Week. Staff has been busy thanking the wonderful and generous Friends. There are posts on social media sharing about the many gifts provided by the Friends. There will be a basket of goodies for the Friends. Staff wrote notes on various cutout shapes which are being used to create a special gift. New iPads will be ordered for the Trustees.

Director Mueller shared some recent patron comments.

Regarding the Library by Mail: "This is an incredible service and truly speaks to inclusivity of a public library."

Regarding the garden and grounds video: "Kudos to the photographers. Well done. The Library is one of the many benefits of living in Bloomfield Township."

Regarding patron visits: "Happy news everyone! I just got off the phone with a patron who was in yesterday with her special needs granddaughter. They took a spider web kit and the South America "Roam from Home" bag and she wanted to let everyone know how much they enjoyed them. The patron says "thank you" and her daughter was amazed at how much they were able to do thanks to their visit to the Library."

REGULAR AGENDA:

Call to the Public:

Paul Zink, Systems Specialist and representative of the SOC, reported that the SOC have been offering various morale boosters for the staff. Through the end of the year, every day can be casual, with funds raised to go to the Friends of the Library and the Children's Optimist Club. There will be dress up for Halloween and a baby picture guessing contest, as well as a craft sale in December.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Annual Policy Review

Director Mueller thanked the Policy Committee –Eli Greenbaum and Sandy Edwards—for their hard work reviewing the policies and making changes.

Each year, the Policy Committee meets to review all fifteen Library Board approved policies. The purpose of this review is to ensure that these policies, the library's guiding principles, are up to date and continue to meet library needs. From time to time, Board approved guidelines are reviewed and updated as necessary as well. This year, there are no recommended changes to library policies but there are recommended updates to two guidelines.

On October 6, the Policy Committee met and reviewed two Board approved guidelines: Conflict of Interest Policy and Credit Card Acceptance Guidelines.

Upon the recommendation of the Library's attorney, Scott Patterson of Butzel Long, several changes in wording have been made to our Conflict of Interest Policy and acknowledgement form. Changes include clarity on conducting an investigation into any conflicts of interest and firmer wording on the annual acknowledgement form. If approved, the Conflict of Interest Policy and acknowledgement form would be implemented in January, 2021.

There are several recommended changes to the Library's Credit Card Acceptance Guidelines also. First, the names of library credit card holders have been replaced with position titles instead. The name of "house" card has been replaced with "trade" card to reflect more accurately what type of card this is. Finally, a new section regarding use of the Library's Amazon Prime account has been added as this is a newer library account. If approved, these guidelines will take effect immediately.

Upon discussion, a motion was made by Joan Luksik and seconded by Sandy Edwards **TO APPROVE THE REVISIONS TO THE CONFLICT OF INTEREST POLICY AND CREDIT CARD ACCEPTANCE GUIDELINES AS PRESENTED.**

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, October 7 Friends Board Meeting, which was conducted via Zoom. The Friends meeting approved all items on the Wish List requests totaling \$13,200. The Wishes included tools to improve virtual programming and more eBooks and digital audiobooks for borrowing. The Friends currently have \$32,000 in the bank before the Wish List is taken. Without the monthly book sales and the Library Shop, their fundraising abilities are reduced. In the future, great consideration will need to be given to what requests are made on the Wish List and what will actually be funded. However, sufficient funds need to be spent in order to keep the Friends' status as a 501c3. The Friends next meeting is November 4 at 1 p.m.

Judy Lindstrom queried about plans for the entrance arrangement flowers being updated by Goldner Walsh.

Observations were made about the number of items circulating in September (47,507) compared to this time last year (55,270). It was agreed that this was an amazing comeback from the pandemic closing period. There are fewer visitors to the Library, but they are borrowing more materials. The number of programs is fewer and the participants in total are fewer, however the percentage is still good.

Sandy Edwards commented that the Youth Services librarians' work is incredible and her neighbors enjoyed the spooky spider web take home craft. She is very impressed on the quantity of resources on the website.

Director Mueller told the Trustees that a list of future committee meetings, as well as a list of happenings in the Library, is once again included at the end of board packet. Most of the extensive offerings are virtual.

A special edition of the Library newsletter will be coming out this week.

The next Library Board Meeting will be Tuesday, November 17 at 7 p.m. with a 6pm swearing in at the Library. There will be an appointment of the Library Board Nominating Committee at that time.

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

Submitted by:

A handwritten signature in cursive script that reads "Sandra Edwards".

Sandra Edwards, Secretary