

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 19, 2021
Held via Zoom

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.

Trustees Present: (via Zoom) Tom Deska, Sandra Edwards, Grant Gerhart, Danielle Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: None

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

Guests: (via Zoom), Nicole Gillies, Youth Services Librarian and SOC representative; Matt Binkowski, Bloomfield Township Resident

Sandy Edwards requested **Item 6a 2020.12.09-11 Special Board Meeting Minutes** be removed from the consent agenda for regular discussion

Upon discussion, a motion was made by Tom Deska and seconded by Grant Gerhart **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 6A**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom remarked that the upcoming week was historic as we welcome the first female vice president. When Judy was growing up, her father would make a point every four years on inauguration day to pause and say of the new president about to take office, "We hope that he or she does the very best for our country, we hope they remember that they are the person we want to look up to, to get answers from, and they should do their very best to keep our country and democracy going." She expressed hope that President Biden does that and the next four years will be peaceful and harmonious, and "we that get a lot of work

done.”

DIRECTOR’S VERBAL REPORT:

Director Mueller shared updates. The fifth annual community photo contest opened on Monday, January 11 with the theme “The Incredible Journey. “ The promotional brochure, shared previously with the Development Committee, is available for distribution. Already, five submissions have been received and the contest closes on March 14. A Conflict of Interest Policy and acknowledgement form will be sent to all staff and trustees to be signed. This policy was much discussed with the final details resolved in October, 2020. The Library building will reopen to the public for Phase 3 on Monday, January 25. She had been watching the metrics very closely for new COVID cases and the number of cases in Bloomfield Township. At this time, the new cases are now down to 200 per day and the positivity rate is lower as well. She feels very comfortable reopening the building for patrons to come for 30 minute visits. They will also be permitted to have brief computer use. The Library will continue to operate with reduced hours for this phase: Monday through Thursday, 10am to 7pm, Friday is 10 am to 6:30 pm and Saturday hours will be 10 am to 5:30 pm. The Library activity reports and statistics for use are still very good. For December, even with three full day’s holiday closure, Sunday closure, and services limited to curbside pickup and virtual, the circulation statistics were 50,080 items, which is 98% of 2019’s circulation statistics for December. 30% of the materials borrowed were eResources. She credited the library staff for doing a fabulous job providing curbside service.

Upon discussion, a motion was made by Sandy Edwards seconded by Tom Deska to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Matt Binkowski, Nicole Gillies, and Sandi Bird had no comments.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Fines & Fees FY 2021/2022

The Department Heads and Administration conducted the annual review of the Library’s Fines & Fees schedule in preparation for completing the FY 2021/2022 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. All items on this schedule were carefully reviewed for relevant changes to recommend. As 2020 was such an unusual year, there are only a few suggested changes to implement at the start of the next fiscal year on April 1, 2021.

Several collections were discontinued, magazines are proposed to be renewable and the downloadables information was edited for clarity and consistency.

Upon discussion, a motion was made by Sandy Edwards seconded by Joan Luksik **TO APPROVE THE FY 2021/2022 SCHEDULE OF FINES & FEES AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2021.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

11b. Bank Signatories

With the recent changes in the Clerk and Supervisor positions on the Bloomfield Township Board, a resolution to approve a change in bank signatories was presented to the Board for approval. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories.

Upon discussion, a motion was made by Joan Luksik seconded by Tom Deska **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE NOVEMBER 20, 2020.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

11c. Library Director Vacancy

At the December 15, 2020 meeting of the Board of Trustees, the Personnel Committee was designated to conduct the search for a new Library Director. The authority to manage the search process was also delegated to the Personnel Committee.

The Committee met in early January to review search materials, library policies, and recent job announcements. American Library Association (ALA) and Michigan Library Association (MLA) materials were additionally consulted to provide additional information and to begin preparing a process and timeline.

The Personnel Committee also agreed that the search will be an internal process under the aegis of the Committee, as well as full Library Board participation in the final interviews and selection. The Committee will keep the Library Board fully informed and provide updates on the search at all times throughout the process. While the timetable is aggressive, the Committee believes it can effectively meet its goals.

The Personnel Committee has prepared the following for review and approval:

- a formal search process based on Library Policies and Procedures and best practices,
- a timeline based on a May 3 start date for a new Library Director, and
- a job announcement, including salary recommendations.

As required by law, all Library Board meetings, including hiring interviews and deliberations, are open to the public.

There was discussion of the job application, posting, and questions for candidates. Also discussed were the elements of the search.

Upon discussion, a motion was made by Dani Gillman seconded by Tom Deska **TO APPROVE THE PROCESS, TIMELINE, AND JOB ANNOUNCEMENT PREPARED AND RECOMMENDED BY THE PERSONNEL COMMITTEE FOR THE LIBRARY DIRECTOR VACANCY SEARCH.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Sandy Edwards requested that Item "6a 2020.12.09-11 Special Board Meeting Minutes" be removed and modified. Minutes are usually signed by Sandy Edwards as secretary; however she had left the meeting two hours early, due to a death in the family. She was unable to sign the minutes as secretary, as she was not present for the entire meeting. She requested that President Lindstrom sign the minutes on her behalf.

Upon discussion, a motion was made by Joan Luksik, seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Deska, Edwards, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

OTHER:

Trustee Sandy Edwards reported on the Wednesday, January 6 Friends Board Meeting, which was conducted via Zoom. President Kathy Conner thanked the SOC for casual day funds raised and then contributed to Friends of the Library. New Library Trustee Dani Gillman was introduced. The Friends membership is up to 243 members and 23 Library Staff joined. Vice President Nancy Lambert will join the Development Committee. The Friends continue to revise the bylaws and those are being reviewed by an attorney. There will be a nominating committee chaired by Nancy Lambert. The Wish List was presented for consideration. The Friends were supportive of the requests, but had reluctance to grant it, due to limited funds. For this reason,

Director Mueller proposed that the summer Wish List be tabled this year. Tentative planning for book sales is underway, but will be dependent on library opening policies. The Friends' next meeting is February 3 at 10:30am.

Director Mueller shared a lamp design sample provided by Geraldine Drake of AEcon. This would be for the Teen area and replace the red light fixtures.


Joan Luksik inquired if the opening of restaurants factored in the decision of the Library reopening. Director Mueller reported that the opening of the Library loosely follows Bloomfield Hills Schools reopening.

Sandy Edwards announced that the new Advocacy Committee (formerly known as the Bloomfield Township Liaison) recently met for the first time. There are a couple of initiatives in the plans. Director Mueller invited the new township officials to visit the Library and she will let the Trustees know when these visits occur, if they are interested in joining. There are plans to form an advocacy group using volunteers, perhaps recent trustee candidates, to meet quarterly to discuss themes such as strategic planning.

The next Library Board Meeting will be Tuesday, February 16 at 7 p.m. The Director's Evaluation and Employee Handbook will be reviewed.

At 7:46 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary