

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
February 16, 2021
7:00 p.m.

Trustees:

libraryboard@btpl.org

Judy Lindstrom, President
Grant Gerhart, Vice President
Sandra Edwards, Secretary
Tom Deska
Dani Gillman
Joan Luksik

Director:

Carol Mueller

muellerc@btpl.org

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org.

As this meeting will be held virtually, please contact the Library

Director Carol Mueller at muellerc@btpl.org

no later than 6:00pm on Tuesday,

February 16 if you wish to attend.

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
For Tuesday, February 16, 2021
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	02/12/2021
2a	Request to remove items from the Consent Agenda for Discussion	02/12/2021
2b	Motion to approve the order of items for the regular and consent agendas	02/12/2021
5	Motion to approve remaining Consent Agenda items 6-8d	02/12/2021
6	Regular Board Meeting Minutes of 1/19/2021	02/12/2021
7a	Cash Disbursements	02/12/2021
7b	Revenues/Expenditures Budget Report	02/12/2021
7c	Energy Report	02/12/2021
8a	President's Report– no report	
8b	Director's Report	02/12/2021
8c	Art Committee –no report	
8c	Advocacy Committee – 1/28/2021	02/12/2021
8c	Building and Grounds Committee – no report	
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee– no report	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – 2/9/2021	02/12/2021
8c	Policy Committee – no report	
11a	Library Director Vacancy	02/12/2021
11b	Library Employee handbook	02/12/2021
11c	Advocacy	02/12/2021
13	Motion to approve any items removed from the Consent Agenda	02/12/2021

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Strategic Plan Update	02/12/2021
What's Going on at the Library	02/12/2021
Friends Bylaw	02/12/2021
Board Committee Responsibilities	02/12/2021
Dates for Library Board of Trustees	02/12/2021
Board Meeting Dates 2021-2022	02/12/2021

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, February 16, 2021
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of January 19, 2021
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Judy Lindstrom
 - b. Director: *Carol Mueller
 - c. Committee:
 - *Advocacy Committee
 - *Art Committee Ad Hoc
 - *Building and Grounds
 - *Cranbrook
 - *Development
 - *Finance
 - *Friends of the Library Liaison
 - *Investment
 - *Jeanette P. Myers Scholarship Selection
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Library Director Vacancy
 - b. Library Employee handbook
 - c. Advocacy
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, March 16, 2021
16. Executive Session regarding Library Director Performance Review and Contract
17. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA
FOR DISCUSSION**

I REQUEST THAT ITEM (S):

**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

OPTION - NO AMENDMENT NEEDED:

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

OPTION - AMENDMENT TO AGENDA:

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

I move to approve the remaining items on the consent agenda.

**PROPOSED 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

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
February, 2021****New Vendors:**

Fulcrumpro, Inc. is a new vendor for the library staff scheduling software reports.

Landscape Forms, Inc. is a new vendor for library terrace furniture.

Monsido, Inc. is a new vendor for the library website compliance.

General Fund Advance

- Check #21134 payable to Bloomfield Township in the amount of \$899.16 was payment for the Library's water bill from 12/17/2020 – 1/18/2021.

General Fund

- Check #21142 payable to Bloomfield Township in the amount of \$337,361.99 is payment for two payrolls including FICA, HRA contributions, pension, etc.
- Check #21143 payable to the Bloomfield Township Public Library Gift Fund in the amount of \$6,200.00 is reimbursement for library postage.
- Check #21146 payable to Bridgeall Libraries Limited in the amount of \$9,750.00 is payment for collection management software.
- Check #21151 payable to Goldner Walsh Nursery, Inc. in the amount of \$13,050.00 is payment for the annual garden certificate.
- Check #21156 payable to Michigan State University in the amount of \$100.00 is payment for a lost MelCat item borrowed by a Bloomfield Township resident for which this patron has been billed.
- Check #21163 payable to Oakland County Historical Resources in the amount of \$1,200.00 is payment for the Library's annual membership dues.

- Check #21169 payable to the state of Michigan in the amount of \$61.89 is payment for Library Shop sales tax for calendar year 2020.

Gift Fund

- Check #5190 payable to United States Post Office in the amount of \$6,200.00 is payment for postage.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF JANUARY 2021

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
21115	1/12/21	AT&T	106.01	789.50
21116	1/12/21	Shayna Connolly	106.01	179.29
21117	1/12/21	PACIFIC TELEMANAGEMENT SERVICES	106.01	78.00
21118	1/12/21	T MOBILE	106.01	29.40
21119	1/12/21	TERMINIX PROCESSING CTR.	106.01	143.00
21120	1/12/21	THYSSENKRUPP ELEVATOR CORP	106.01	928.44
21121	1/12/21	Karrie Yukon	106.01	52.99
21122	1/18/21	CONSUMERS ENERGY	106.01	4,554.47
21123	1/18/21	DTE ENERGY	106.01	21,291.56
21124	1/18/21	FLAGSTAR BANK	106.01	6,257.82
21125	1/18/21	Jamie Jasper	106.01	128.91
21126	1/18/21	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	768.96
21127	1/18/21	SEMDS	106.01	100.00
21128	1/19/21	XFINITY	106.01	161.93
21129	1/19/21	VERIZON WIRELESS	106.01	197.20
21130	1/26/21	Patricia Ballard	106.01	76.36
21131	1/26/21	VIGILANTE SECURITY	106.01	1,950.00
21132	2/2/21	AMAZON.COM	106.01	2,046.42
21133	2/2/21	AT&T	106.01	202.24
21134	2/2/21	BLOOMFIELD TOWNSHIP	106.01	899.16
21135	2/2/21	Marcia Preston	106.01	42.00
21136	2/2/21	TERMINIX PROCESSING CTR.	106.01	143.00
21137	2/2/21	Killian Weston	106.01	130.38
Total				<u>41,151.03</u>
REGULAR CHECKS:				
21138	2/5/21	ARBOR OAKLAND GROUP	106.01	2,694.00
21139	2/5/21	AUNALYTICS	106.01	1,056.00
21140	2/5/21	BAKER & TAYLOR, INC.	106.01	8,636.83
21141	2/5/21	BLACKSTONE AUDIO, INC.	106.01	83.20
21142	2/5/21	BLOOMFIELD TOWNSHIP	106.01	337,361.99
21143	2/5/21	BTPL Gift Fund	106.01	6,200.00
21144	2/5/21	CENGAGE LEARNING/GALE	106.01	4,176.16
21145	2/5/21	CINTAS CORPORATION	106.01	79.14
21146	2/5/21	BRIDGEALL LIBRARIES LIMITED	106.01	9,750.00
21147	2/5/21	DEMCO, INC.	106.01	315.75
21148	2/5/21	DISCOUNT SCHOOL SUPPLY	106.01	161.88
21149	2/5/21	DU ALL CLEANING, INC	106.01	8,360.00
21150	2/5/21	FULCRUMPRO, INC.	106.01	300.00
21151	2/5/21	GOLDNER WALSH NURSERY, INC.	106.01	13,050.00
21152	2/5/21	GREAT OAKS MAINTENANCE	106.01	8,250.00
21153	2/5/21	INGRAM LIBRARY SERVICES	106.01	293.02
21154	2/5/21	LANDSCAPE FORMS, INC.	106.01	2,960.00
21155	2/5/21	LIBRARY JOURNALS LLC	106.01	1,440.00
21156	2/5/21	MICHIGAN STATE UNIVERSITY	106.01	100.00
21157	2/5/21	MICROMARKETING LLC	106.01	458.89
21158	2/5/21	MIDWEST TAPE	106.01	1,665.59
21159	2/5/21	MONSIDO, INC.	106.01	4,300.00
21160	2/5/21	MORNINGSTAR, INC.	106.01	205.00
21161	2/5/21	NATIONAL SIGN COMPANY	106.01	351.00
21162	2/5/21	NICHOLS/NETWORK SERVICES CO	106.01	940.42
21163	2/5/21	OAKLAND COUNTY HISTORICAL RESOURCES	106.01	1,200.00
21164	2/5/21	ORIENTAL TRADING CO., INC.	106.01	123.25
21165	2/5/21	OVERDRIVE	106.01	5,291.12

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**CHECK REGISTERS****FOR THE MONTH OF JANUARY 2021**

Check #	Date	Payee	Cash Account	Amount
21166	2/5/21	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	24.61
21167	2/5/21	SERVICE HEATING & PLUMBING	106.01	8,795.78
21168	2/5/21	SHOWCASES	106.01	167.40
21169	2/5/21	STATE OF MICHIGAN	106.01	61.89
21170	2/5/21	TOTAL ENERGY SYSTEMS, INC.	106.01	146.35
21171	2/5/21	VALUE LINE PUBLISHING, INC	106.01	1,370.00
21172	2/5/21	WT COX INFORMATION SERVICES	106.01	290.00
Total				<u>430,659.27</u>

Gift Fund**ADVANCE CHECKS:**

5189	1/18/21	FLAGSTAR BANK	102.03	135.00
5190	1/21/21	UNITED STATES POSTAL SERVICE	102.03	6,200.00
5191	2/2/21	AMAZON.COM	102.03	117.29
Total				<u>6,452.29</u>

REGULAR CHECKS:

5192	2/5/21	BAKER & TAYLOR	102.03	108.91
5193	2/5/21	INGRAM LIBRARY SERVICES	102.03	85.80
5194	2/5/21	LAKESHORE LEARNING MATERIALS	102.03	341.90
5195	2/5/21	MULTICULTURAL BOOKS & VIDEOS	102.03	1,000.00
5196	2/5/21	SCHOLASTIC INC	102.03	90.60
Total				<u>1,627.21</u>

**Bloomfield Township Public Library
FY 2020-2021 General Fund Budget**

7b

PRESENTED: FEBRUARY 16, 2021 FOR THE MONTH OF: JANUARY, 2021

		2020-2021	2020-2021				Ten Months 83%
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 17, 2020	AUGUST 18, 2020	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,661,343	\$7,756,757	\$3,495,764	\$4,584,211	59.10%	(\$3,172,546)
420.01	Penal Fines	\$87,600	\$87,600	\$0	\$70,731	80.74%	(\$16,869)
422.01	State Aid	\$32,800	\$16,800	\$0	\$32,880	195.72%	\$16,080
430.01	Circulation Fines & Fees	\$38,250	\$38,250	\$1,137	\$17,510	45.78%	(\$20,740)
	Charges for Services	\$14,866	\$7,866	(\$87)	(\$1,064)	-13.53%	(\$8,930)
	Investment earnings	\$105,000	\$105,000	\$11,024	\$111,100	105.81%	\$6,100
	Miscellaneous	\$14,566	\$9,066	\$644	\$53,094	585.64%	\$44,028
Total Revenues		\$7,954,425	\$8,021,339	\$3,508,482	\$4,868,463	60.69%	(\$3,152,876)
<u>Expenditures</u>							
	Personnel	\$4,485,881	\$4,495,992	\$335,925	\$3,428,625	76.26%	(\$1,067,367)
	Library Services	\$850,839	\$857,349	\$36,899	\$567,269	66.17%	(\$290,080)
	Facilities & Equipment	\$976,341	\$1,030,341	\$48,355	\$766,406	74.38%	(\$263,935)
	Other Operating Expenditures	\$2,672,746	\$1,875,746	\$42,775	\$419,832	22.38%	(\$1,455,914)
Total Expenditures		\$8,985,807	\$8,259,428	\$463,954	\$5,182,133	62.74%	(\$3,077,295)
	Fund Balance - Beginning	\$11,300,592	\$11,300,592		\$11,300,592		
	Net revenue (expenditure)	(\$1,031,382)	(\$238,089)		(\$313,670)		
	Fund Balance - Ending	\$10,269,210	\$11,062,503		\$10,986,922		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$23,471	\$23,471
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,351,765	\$4,351,765
Assigned Fund Balance (is \$493,042 the 3/31/20 compensated absences accrual, plus \$2,940,000 the 60% OPEB obligation plus \$2,360,932 for capital improvements)	\$5,793,974	\$6,587,267
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2020-2021 Gift Fund Budget

PRESENTED: FEBRUARY 16, 2021 FOR THE MONTH OF: JANUARY, 2021

Ten Months 83%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF FEB 16, 2021	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$33,585	\$89	\$33,585	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$1	\$57	28.58%	(\$143)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$33,785	\$90	\$33,642	99.58%	(\$143)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$63,928	\$1,880	\$22,996	35.97%	(\$40,932)
	Facilities & Equipment	\$22,360	\$34,382	\$0	\$1,301	3.79%	(\$33,080)
	Other Operating Expenditures	\$89,446	\$96,971	\$0	\$930	0.96%	(\$96,041)
	Total Expenditures	\$162,195	\$195,280	\$1,880	\$25,227	12.92%	(\$170,054)
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$8,416		
	Fund Balance - Ending	\$200	\$200		\$182,642		

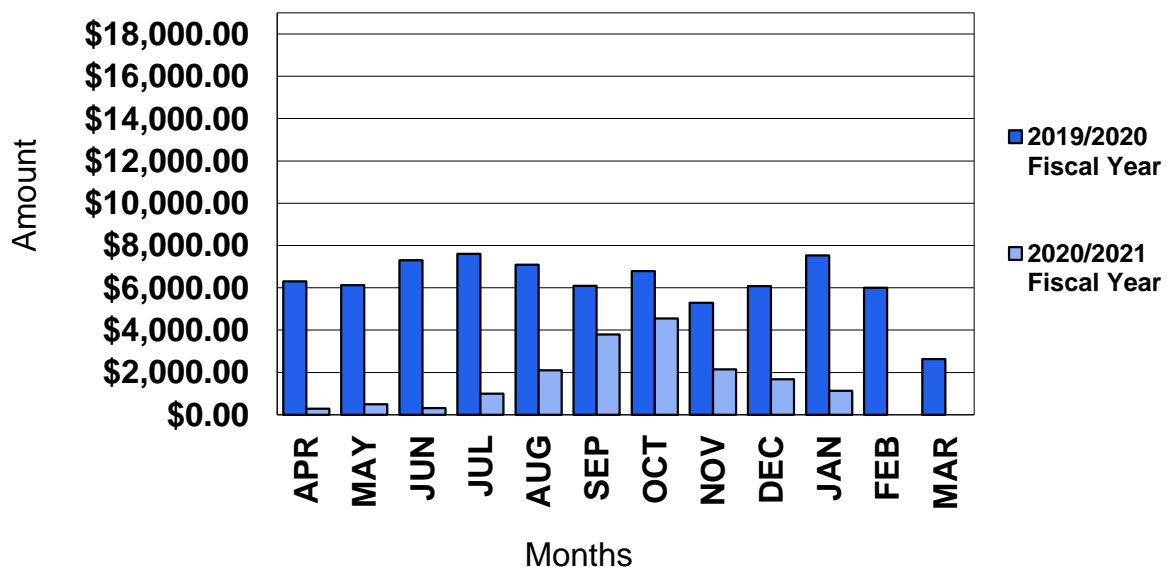
Bloomfield Township Public Library
Asset Allocation Summary
January 2021

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	1/31/2021	\$67,488.10
	Flagstar Public Funds Savings	0.25%	1/31/2021	\$199,744.15
	Flagstar Premier Public Entities Checking	0.15%	1/31/2021	\$23,254.16
	RBC Capital Cash/Money Market	0.02%	1/31/2021	\$3,865,227.81
	RBC Capital - Investments	2.40%	1/31/2021	\$7,295,173.73
Total General Fund				\$11,383,399.85
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.01%	1/31/2021	\$112,301.62
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	1/31/2021	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	1/31/2021	\$13,073.15
Total Gift Fund				\$175,374.77
CFSEM				
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.				
<i>Updated 2/2020</i>				
	Jeanette P. Myers Memorial Scholarship Fund		12/31/2019	\$15,700.00
	Yvonne T. Atkinson Fund		12/31/2019	\$31,159.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund		12/31/2019	\$35,313.31
	BTPL Endowment Fund		12/31/2019	\$40,425.69
	Fair Radom Garden Endowment Fund		12/31/2019	\$16,934.00
	BTPL Director's Legacy Fund		12/31/2019	\$18,489.00
Total CFSEM holdings				\$158,021.00

FINES AND FEES - TWO-YEAR COMPARISON

Month	2019/2020 Fiscal Year	2020/2021 Fiscal Year	Difference
APR	\$6,301.13	\$292.50	(\$6,008.63)
MAY	\$6,121.84	\$503.75	(\$5,618.09)
JUN	\$7,306.12	\$308.75	(\$6,997.37)
JUL	\$7,613.65	\$990.79	(\$6,622.86)
AUG	\$7,094.04	\$2,099.50	(\$4,994.54)
SEP	\$6,100.50	\$3,793.90	(\$2,306.60)
OCT	\$6,794.13	\$4,554.22	(\$2,239.91)
NOV	\$5,290.11	\$2,153.70	(\$3,136.41)
DEC	\$6,072.51	\$1,675.95	(\$4,396.56)
JAN	\$7,527.18	\$1,136.95	(\$6,390.23)
FEB	\$6,004.90		(\$6,004.90)
MAR	\$2,627.59		(\$2,627.59)
			YTD Difference
TOTAL	\$74,853.70	\$17,510.01	(\$57,343.69)

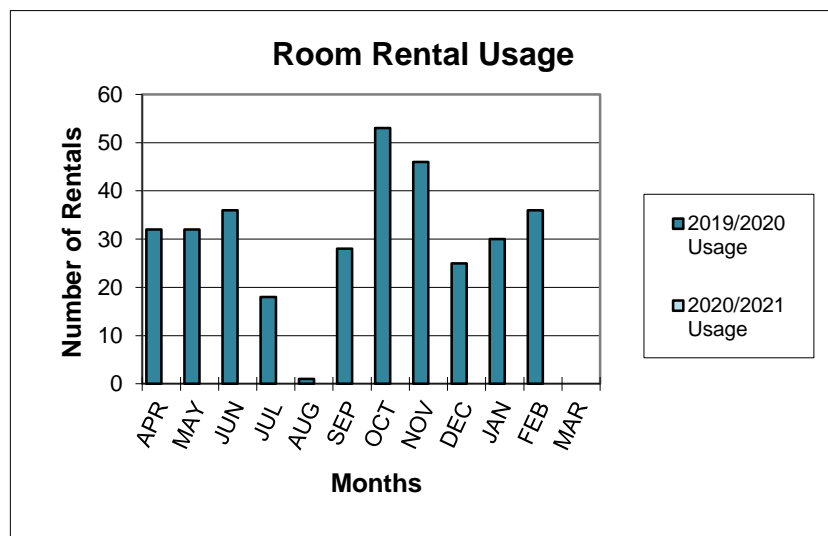
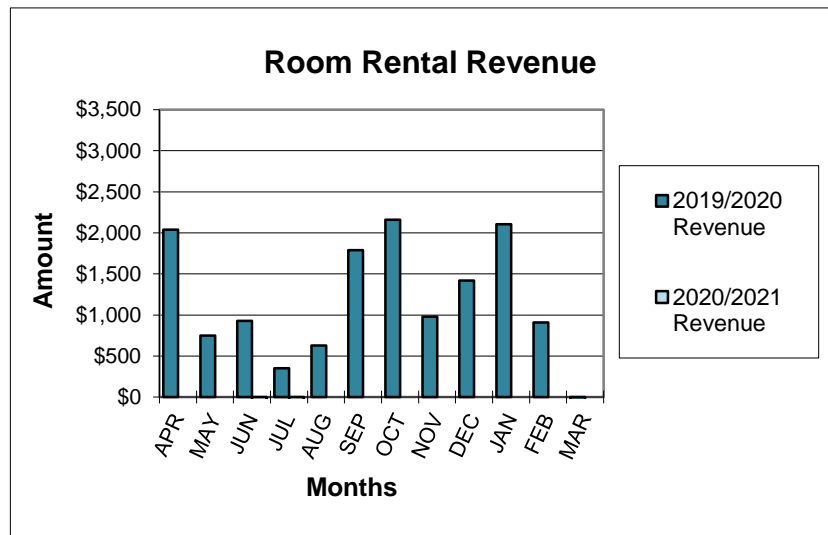
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

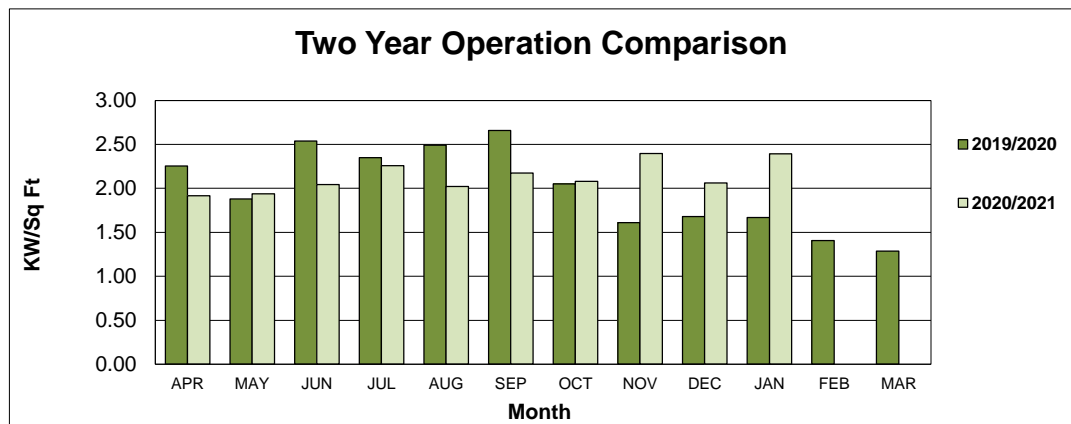
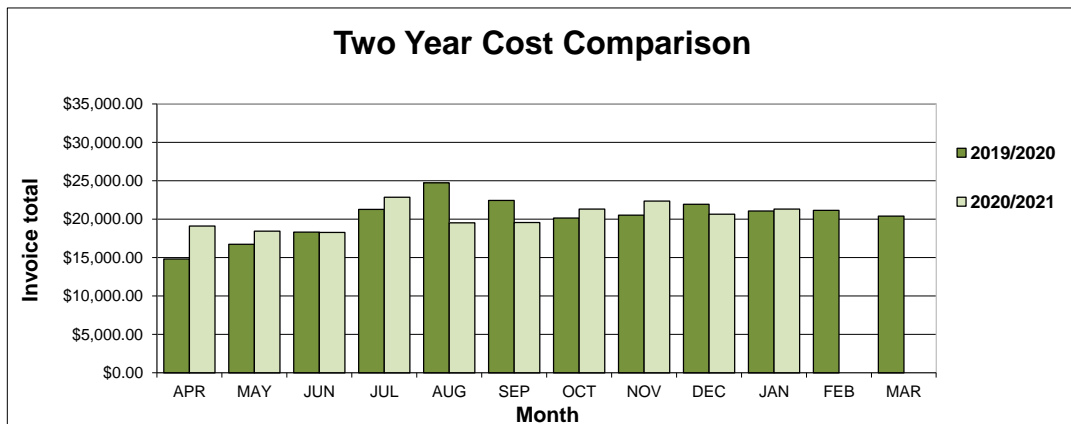
<u>Month</u>	2019/2020 <u>Revenue</u>	2020/2021 <u>Revenue</u>	<u>Difference</u>	2019/2020 <u>Usage</u>	2020/2021 <u>Usage</u>	<u>Month</u>
APR	\$2,040.00	\$0.00	(\$2,040.00)	32	0	APR
MAY	\$750.00	\$0.00	(\$750.00)	32	0	MAY
JUN	\$930.00	(\$520.00)	(\$1,450.00)	36	(Refunds)	JUN
JUL	\$350.00	(\$640.00)	(\$990.00)	18	(Refunds)	JUL
AUG	\$630.00	\$0.00	(\$630.00)	1	0	AUG
SEP	\$1,790.00	\$0.00	(\$1,790.00)	28	0	SEP
OCT	\$2,160.00	\$0.00	(\$2,160.00)	53	0	OCT
NOV	\$980.00	\$0.00	(\$980.00)	46	0	NOV
DEC	\$1,420.00	\$0.00	(\$1,420.00)	25	0	DEC
JAN	\$2,104.00	\$0.00	(\$2,104.00)	30	0	JAN
FEB	\$910.00		(\$910.00)	36		FEB
MAR	(\$700.00)		\$700.00			MAR
			YTD Difference			
TOTAL	\$13,364.00	(\$1,160.00)	(\$14,524.00)	337	0	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2019/2020	2020/2021	Difference	TOTAL KWH	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
APR	\$14,799.82	\$19,093.00	\$4,293.18	193,620	\$0.10	268.92	1.92	\$26.52	\$0.19
MAY	\$16,714.85	\$18,452.63	\$1,737.78	195,650	\$0.09	262.97	1.94	\$24.80	\$0.18
JUN	\$18,297.56	\$18,265.94	(\$31.62)	206,360	\$0.09	286.61	2.04	\$25.37	\$0.18
JUL	\$21,263.38	\$22,841.96	\$1,578.58	228,130	\$0.10	306.63	2.26	\$30.70	\$0.23
AUG	\$24,712.62	\$19,522.85	(\$5,189.77)	204,100	\$0.10	274.33	2.02	\$26.24	\$0.19
SEP	\$22,429.69	\$19,555.73	(\$2,873.96)	219,590	\$0.09	304.99	2.17	\$27.16	\$0.19
OCT	\$20,133.70	\$21,308.13	\$1,174.43	210,210	\$0.10	282.54	2.08	\$28.64	\$0.21
NOV	\$20,520.50	\$22,352.41	\$1,831.91	241,920	\$0.09	336.00	2.39	\$31.05	\$0.22
DEC	\$21,937.80	\$20,649.10	(\$1,288.70)	208,250	\$0.10	279.91	2.06	\$27.75	\$0.20
JAN	\$21,054.56	\$21,291.56	\$237.00	241,570	\$0.09	324.69	2.39	\$28.62	\$0.21
FEB	\$21,150.09		(\$21,150.09)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,391.66		(\$20,391.66)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$243,406.23	\$203,333.31	(\$40,072.92)						



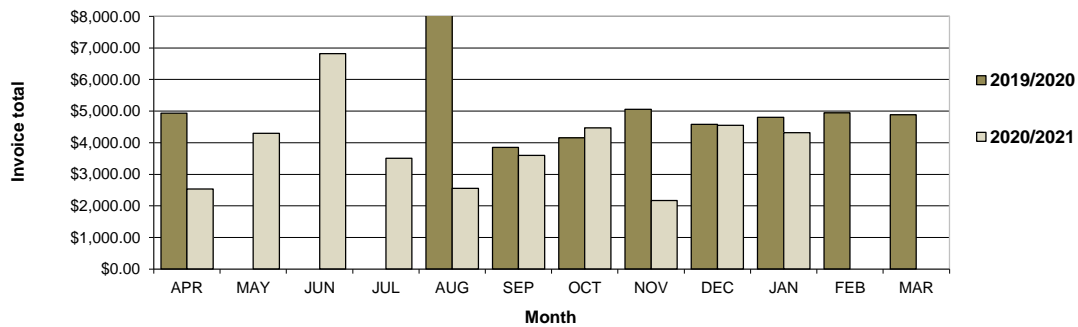
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

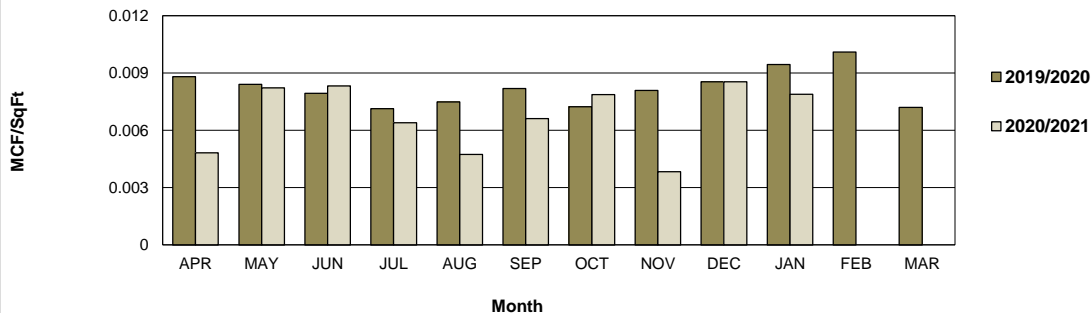
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION							
Month	2019/2020	2020/2021	Difference		MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,934.17	\$2,531.55	(\$2,402.62)	(Billing Error	488.2	\$5.19	720	0.68	0.005	3.52	0.025
MAY	\$0.00	\$4,294.32	\$4,294.32	- Correction	830.4	\$5.17	744	1.12	0.008	5.77	0.042
JUN	\$0.00	\$6,820.12	\$6,820.12	6/2020)	840.4	\$8.12	720	1.17	0.008	9.47	0.067
JUL	\$0.00	\$3,502.62	\$3,502.62		646.3	\$5.42	744	0.87	0.006	4.71	0.034
AUG	\$15,725.12	\$2,553.53	(\$13,171.59)		478.7	\$5.33	744	0.64	0.005	3.43	0.025
SEP	\$3,849.39	\$3,601.75	(\$247.64)		668.0	\$5.39	720	0.93	0.007	5.00	0.035
OCT	\$4,155.69	\$4,465.17	\$309.48		794.8	\$5.62	744	1.07	0.008	6.00	0.044
NOV	\$5,060.97	\$2,167.17	(\$2,893.80)		388.3	\$5.58	720	0.54	0.004	3.01	0.021
DEC	\$4,580.10	\$4,554.47	(\$25.63)		863.3	\$5.28	744	1.16	0.009	6.12	0.044
JAN	\$4,803.87	\$4,315.81	(\$488.06)		796.4	\$5.42	744	1.07	0.008	5.80	0.042
FEB	\$4,940.56		(\$4,940.56)			#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,884.11		(\$4,884.11)			#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference								
TOTAL	\$52,933.98	\$38,806.51	(\$14,127.47)								

Two Year Cost Comparison



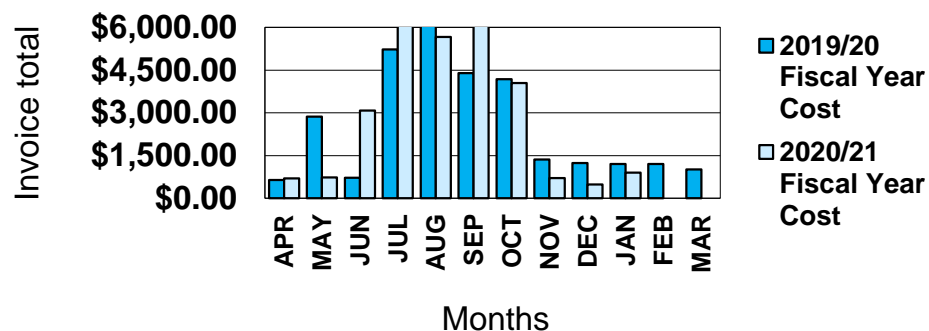
Two Year Operation Comparison



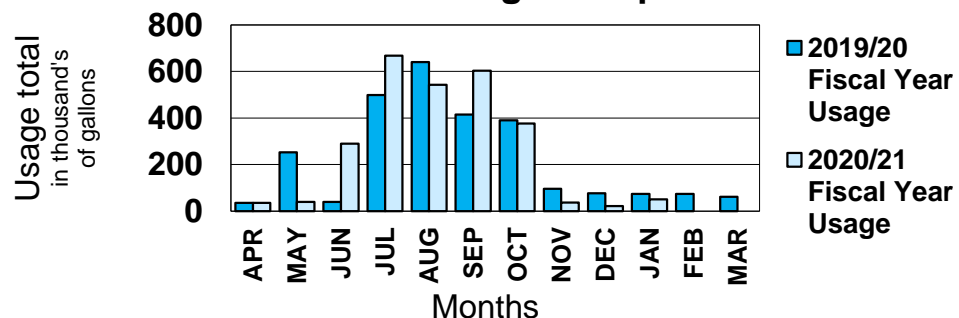
Bloomfield Township Public Library Water Analysis

Month	2019/20 Fiscal Year Cost	2020/21 Fiscal Year Cost	Difference	2019/20 Fiscal Year Usage	2020/21 Fiscal Year Usage	Difference
APR	\$645.06	\$698.36	\$53.30	35	35	0
MAY	\$2,868.35	\$731.36	(\$2,136.99)	253	39	(214)
JUN	\$716.21	\$3,076.81	\$2,360.60	40	290	250
JUL	\$5,222.24	\$6,912.60	\$1,690.36	499	668	169
AUG	\$6,626.03	\$5,663.25	(\$962.78)	640	543	(97)
SEP	\$4,395.20	\$6,292.57	\$1,897.37	415	603	188
OCT	\$4,181.74	\$4,051.16	(\$130.58)	390	376	(14)
NOV	\$1,362.43	\$706.63	(\$655.80)	96	37	(59)
DEC	\$1,242.72	\$484.48	(\$758.24)	77	22	(55)
JAN	\$1,200.03	\$899.16	(\$300.87)	74	50	(24)
FEB	\$1,200.03		(\$1,200.03)	74		(74)
MAR	\$1,015.04		(\$1,015.04)	61		(61)
			YTD Difference			YTD Difference
TOTAL	<u>\$30,675.08</u>	<u>\$29,516.38</u>	<u>(\$1,158.70)</u>	<u>2,654</u>	<u>2,663</u>	<u>9</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****February, 2021**

The Friends of the Library, at their February 5 meeting, approved ALL 7 items on the Library's current Wish List. Their very generous gift totaled \$11,660 and provides funding for programs like the very popular Art Lab and wonderful additions to the Library collections such as Wonderbooks and more. Many, many thanks to our supportive and generous Friends!

During the downtime brought on by the pandemic, the Friends of the Library have been hard at work updating their organization's bylaws. Many hours of work were put into completely revising the bylaws and having a legal review of these. At the Friends Board meeting on February 3, 2021, the bylaws were approved. A copy is included as an unnumbered item in this Library Board meeting packet for your reference and to include in your Trustee reference manual.

The newly formed Advocacy Committee held their first meeting in January. This new committee replaces the Bloomfield Liaison Committee. An updated listing of Library Board of Trustee Committee responsibilities and descriptions is included as an unnumbered item in this Library Board meeting packet for your reference and to add to your Trustee reference manual.

Amendments to the Library Privacy Act were signed into law on December 28, 2020. The amendments include clarification that video surveillance that does not show what a patron is reading and only shows a possible crime may be submitted to law enforcement when the library is asked for it as long as it otherwise does not show library patron use information. The amendments give libraries more autonomy to provide certain information to law enforcement agencies when crimes have been committed on library property. Per the Michigan Library Association Executive Director, "Libraries have an obligation to provide a safe and welcoming environment for the public that they serve. By updating the current Act we are providing the potential to make libraries safer by hastening the investigation of crimes committed in the library and on library property through video surveillance." The updated Library Privacy Act takes effect on March 28, 2021.

Per the Open Meetings Act, I am requesting that the discussion regarding the Library Director Performance Review and Contract be held in closed session. If any action needs to be conducted, it can be approved when the regular meeting is re-convened to adjourn the Board meeting.

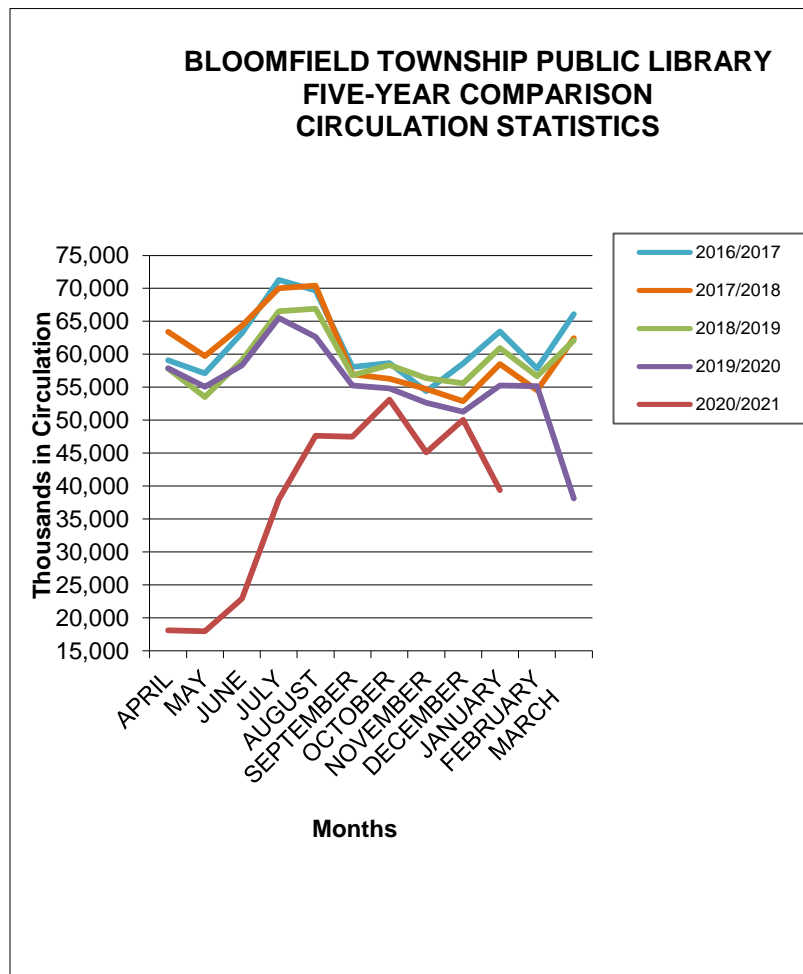
Respectfully Submitted,

*Carol Mueller
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

2/9/2021

	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
APRIL	59,090	63,413	57,829	57,900	18,087
MAY	57,125	59,745	53,493	55,056	17,974
JUNE	63,243	64,319	59,101	58,301	22,933
JULY	71,265	70,006	66,539	65,499	37,962
AUGUST	69,676	70,391	66,907	62,633	47,629
SEPTEMBER	58,100	56,939	56,817	55,270	47,507
OCTOBER	58,678	56,291	58,359	54,813	53,114
NOVEMBER	54,362	54,703	56,357	52,623	45,117
DECEMBER	58,628	52,859	55,615	51,267	50,080
JANUARY	63,455	58,510	60,945	55,277	39,378
FEBRUARY	57,856	54,554	56,645	55,172	
MARCH	66,071	62,452	62,128	38,121	
TOTAL	737,549	724,182	710,735	661,932	379,781



Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)

Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)

Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)

*Due to COVID-19 pandemic Library
opened to patrons July 13; curbside
service started June 15*

2/10/2021

	2020		2021	
COLLECTION				
Book Collection:	238,499		233,957	
Media Collection:	56,741		55,271	
Total e-books:	16,440		22,186	
Overdrive	12,026		17,642	
Total downloadable audiobooks:	6,656		7,510	
Materials Total:	318,336		318,924	
CIRCULATION				
Circulation Total:	55,277		39,378	
Bloomfield Township Circulation:	51,723		38,586	
Virtual Circulation Total	11,994		15,239	
Circulation of Youth materials:	18,183		11,217	
Circulation of Media:	12,519		5,568	
Circulation of Cranbrook passes:	204		31	
Self-checkout machine use:	19,122	34.6%	2,619	6.7%
Library by Mail:	33	30 patrons	38	31 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	24,150 *		1,495 * ^	
Gate Count:	26,904		2,542	
Meeting rooms by public:	30		0	
Meeting rooms by staff:	89		0	
VIRTUAL USE				
Home page hits:	31,173		36,799	
e-book access:	3,743		4,607	
Overdrive	3,743		4,606	
EBSCOhost	0		1	
Audiobook access: (Overdrive)	2,123		2,323	
Freegal music download access:	563		671	
Freegal music streaming:	1,876		1,449	
Magazine download access:	1,037		2,337	
Hoopla access:	2,652		3,853	
Library Computer Use				
Resident Use	1,034		0	
Guest Use	515		0	
*Library closed January 1 for New Year's Day				
^Library opened January 25 to patrons.				

	2020		2021	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	164		54	
Cranbrook:	3		1	
Total new patrons:	220		61	
<i>Adult Program Attendance</i>				
Staff-led:	11 events	104 attended	7 events	198 attended
Speaker-led:	3 events	46 attended	0 events	0 attended
Book clubs:	8 events	86 attended	1 event	5 attended
Tours/visits on-site:	1 event	0 attended	0 events	0 attended
Tours/visits off-site:	3 events	19 attended	1 event	23 attended
Chamber Music Concert	1 event	92 attended	0 events	0 attended
Christopher Harding Trio Concert	1 event	150 attended	n/a	n/a
<i>Systems Program Attendance</i>				
Staff-led:	12 events	37 attended	4 events	0 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	7 attended	1 event	0 attended
<i>Youth Program Attendance</i>				
Staff-led:	31 events	694 attended	11 events	494 attended
Speaker-led:	5 events	70 attended	0 events	0 attended
Tours/visits on-site:	2 events	210 attended	0 events	0 attended
Tours/visits off-site:	3 events	83 attended	1 event	58 attended
TOTAL:	82 events	1,598 attended	26 events	778 attended
<i>Volunteers:</i>				
	16 people	157 hours	0 people	0 hours
	Shop: 7	90.75	Shop: 0	0
	Court: 2	17.75	Court: 0	0
	Students: 1	2.00	Students: 0	0
	Dept. Vol: 6	46.50	Dept. Vol: 0	0
<i>Patron Remarks</i>				
Patron Comments:	19		0	
Ask BTPL:	8		12	
Ask Us:	40		56	
DISPLAYS				
Lobby			n/a	
Local History		Spotlight on Local History		

PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ADVOCACY COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Advocacy Committee was held via Zoom at 11:00am on Thursday, January 28, 2021.

Trustees Present: Trustees: Sandy Edwards, Judy Lindstrom

Trustees Absent: None

Administration: Carol Mueller, Library Director; Tera Moon, Assistant Library Director

Guests: None

This was the first meeting of the Advocacy Committee. The purpose of this committee is to facilitate community involvement and active participation in library efforts such as public relations, community support, space needs, and local advocacy.

Formation of the Advocacy Partners Committee

Many of the residents who applied for the open Trustee position expressed strong interest in supporting the Library, which inspired the creation of this group. The committee decided to call the group Library Ambassadors. The Library Ambassadors group will meet quarterly in July, October, January, and April.

First Library Ambassadors Meeting

The first meeting will be held March 23, 2021 at 7:00 pm via Zoom. The meeting will establish the purpose of the group and introductions.

Library Ambassadors Guest List

Invitations will be extended to all who applied for the open Trustee seat in December 2020, and the presidents of the Bloomfield Historical Society and the Friends of the Library. A letter of invitation and Library Ambassador guidelines were drafted during the meeting.

Next meeting: March 23, 2021 at 7:00 pm

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PERSONNEL COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Personnel Committee was held via Zoom on Tuesday, February 9, 2021 at 11:30 a.m.

Trustees Present: Trustees Sandy Edwards and Judy Lindstrom

Administration: Library Director Carol Mueller and Administrative Assistant Linden Godlove

Library Director Vacancy

The Personnel Committee discussed the next step in the Library Director Vacancy process to determine the criteria to be used in rating the Library Director applications received. Criteria were predetermined in order to be as objective as possible in reviewing all applications received. The goal is to select the most qualified applicants for the director position based on numeric scores on the resume rating form. These applicants will then move on in the hiring process and be called for telephone interviews. The telephone interview questions and resume rating work sheets were reviewed, discussed, and finalized

On March 17, each library board member will each have a notebook with the selected candidates' applications.

The current executive order prohibiting gatherings of mixed groups ends on March 28. Zoom will be necessary to hold the interviews if this executive order continues.

Regular Library Director Vacancy meeting updates will be provided by the Personnel Committee and will be included as an agenda item on the February and March meeting agendas.

Proposed Personnel Budget FY 2021/2022

Carol reviewed the Library's budget and explained that the Library is on solid financial ground. Changes are proposed to the minimum and maximum of the current salary ranges. The Committee recommended a salary range increase of 5%. The budget will be presented at a budget review session with the full Library Board on March 11, 2021 at 11 a.m. The final FY 2021/2022 budget will be presented for approval at the regular monthly meeting of the Board of Trustees on March 16, 2020.

Employee Handbook

The Library's Administration team of Carol Mueller, Tera Moon, Sandi Bird and Linden Godlove has been working on revisions to the current Employee Handbook for many months. The last edition was

released in 2013 and several updates were needed. After these edits were made, an outside Human Resources consultant was asked to review the Employee Handbook for style and language and clarity. The Personnel Committee shared their comments and questions after their review. Two changes were suggested and these will be made. The Personnel Committee supports this document and agreed to share with the full Library Board for their review at the February 16, 2021 regular Library Board meeting.

Advocacy

At the January 28, 2021 Advocacy Committee meeting, the draft letter of invitation to potential Library Ambassadors and the purpose of the Library Ambassadors group and its guidelines were shared for a final review. The committee discussed how to proceed with the sharing of the letter. It was planned to send the letter the following day, Wednesday, February 10, with a follow up email in two weeks.

No future meeting date was scheduled.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Personnel Committee Trustees Sandy Edwards and Judy Lindstrom

DATE: February 12, 2021

SUBJECT: Library Director Vacancy

The Personnel Committee met today to discuss the Library Director Search. Here are the updates to the process:

- As of February 9, two complete applications for the position have been received. The application deadline to be considered for the Library Director position is February 15. We will provide you with a final update on number of applications at the board meeting on February 16.
- The Committee will review and rate applications on February 18 and select finalists for the first round of telephone interviews on February 24.
- Following the telephone interviews, Linden Godlove will set up in-person interviews with finalists for March 30 interviews with the full Library Board.
- Notebooks for trustees with finalist information will be available for pick-up at the Library on March 17.
- March 30 – finalist interviews scheduled for 9:00 am – 12:00 noon and 1:00 pm – 4:00 pm with the full Library Board.
- March 30 – 4:30 pm – Library Board deliberations and final candidate selection

Please note: all candidate information is considered confidential and all interviews (including deliberations and selection) are subject to the Open Meeting Act and open to the public

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Library Director

DATE: February 12, 2021

SUBJECT: Library Employee Handbook

Our Administration team of the Library Director Carol Mueller, Assistant Library Director Tera Moon, Finance Coordinator Sandi Bird and Administration Assistant Linden Godlove has been working on revisions to our current Library Employee Handbook for many months. Our last edition was published in 2013 and several updates were needed. After our internal review and edits were made, an outside Human Resources consultant was asked to review our Employee Handbook for style, language and clarity. After this review, our Employee Handbook was sent to our labor attorney for his review. He reviewed it no less than four times and came back to us with only a few suggestions. On January 27, our library managers reviewed the Employee Handbook and had several questions and suggestions. At the February 9 Personnel committee, Trustees Sandy Edwards and Judy Lindstrom shared their comments after their review. We are now ready to share the Employee Handbook with the entire Library Board. After your review, our plan is to have a final review and discussion at the March 16, 2021 regular Library Board meeting. A motion will be prepared for approval of the Library Employee Handbook for this meeting for your consideration. Implementation will take place on April 1, 2021.

The updated Employee Handbook will be sent to you in a separate email as it is too large for this meeting packet.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Library Director

DATE: February 12, 2021

SUBJECT: Advocacy

The first meeting of the Advocacy Committee was held on January 28m 2021. The purpose of this committee is to facilitate community involvement and active participation in library efforts such as public relations, community support, space needs, and local advocacy.

Many of the residents who applied for the open Trustee position expressed strong interest in supporting the Library, which inspired the creation of this group. The committee decided to call the group Library Ambassadors. The Library Ambassadors group will meet quarterly in July, October, January, and April. A discussion topic will be scheduled for each meeting. The committee selected Tuesday, March 23 as the date to hold the first meeting of the newly formed Library Ambassadors group. This meeting will be held virtually via Zoom from 7:00pm – 8:30pm. The meeting will establish the purpose of the group and discuss the topic of strategic planning. Library Board President Judy Lindstrom will facilitate this meeting and discussion.

Invitations have been extended to all who interviewed for the open Library Board Trustee position in December, 2020 and to the presidents of the Bloomfield Historical Society and the Friends of the Library. A letter of invitation and Library Ambassador guidelines are attached for your information.

February 10, 2021

Ms. Jane Doe
123 Main Street
Bloomfield Hills, Michigan 48301

Dear Jane:

We are thrilled to announce that Bloomfield Township Public Library Board of Trustees is forming a new Library Ambassadors group, designed to assist the Library with community relations, local advocacy, and strategic planning among other initiatives. The purpose, membership, and responsibilities of the group are being developed to better serve your needs as volunteers – and to better serve the needs of the Library. Guidelines are attached for your review.

***You are invited to attend the introductory meeting of the Library Ambassadors
hosted by the Library Board of Trustees on***

***Tuesday, March 23
7:00 – 8:30pm
Held via Zoom***

The agenda will consist of an introduction of the new group and its tasks. The focus of the first meeting will be Strategic Planning. We also plan to include a discussion of next steps for the Library Ambassadors and your continued participation in the work of the group.

The Library will make a commitment to you - to keep you informed, to encourage and facilitate your active volunteering, and to provide you with the opportunity to continue your relationship with the library and the community we serve.

We value your expertise and look forward to your thoughts as, working together; we support the mission of the Bloomfield Township Public Library and plan for the future. Please join us on March 23 for conversation and community.

RSVP by March 1, 2021 to Linden Godlove godlovel@btpl.org or 248-642-5800 X113

If you have any questions please contact Carol Mueller, Library Director, at 248-642-5800 or muellerc@btpl.org.

With many thanks,

Judy Lindstrom
President, Library Board of Trustees

Bloomfield Township Public Library Ambassadors

- A. Purpose – The purpose of the Bloomfield Township Public Library Ambassadors group is to recognize and acknowledge those who are enthusiastic supporters of the Library and have community connections. The group will facilitate a means for their continued involvement and active participation in library efforts such as public relations, community support, space needs, and local advocacy.
- B. Membership – Members will include current and former Trustees, Friends of the Library member, library patrons, and community members.
- C. Active participation is defined as:
- Attending at least two Library Ambassadors meetings each year.
 - Serving as ambassadors by informing the community of all the library has to offer.
 - Providing expertise, skills, enthusiasm, and influence related to the work of the Library.
 - Supporting and attending Library events.
 - Ensuring financial support of the Library through advocacy.
 - Advising the Library Board of Trustees on new initiatives related to the Library's strategic plan and directions.
- D. Meetings – The Library will host quarterly meetings beginning in March, 2021. Meetings will be focused on specific topics such as strategic planning, marketing and public relations, and local advocacy, among others. Relevant information and subject matter questions will be sent to participants in advance of the meeting and will be designed to facilitate discussion. Thereafter meetings would be held in July, October, January, and April.
- E. Term of Office – There are no term limits for Library Ambassador members; membership will be reviewed by the Library Board President annually for level of involvement and continued interest.
- F. Governance – Library Ambassadors is auxiliary to the Board of Trustees; as such, it functions as an ad hoc committee. The Advocacy Committee of the Library Board of Trustees will provide reports to the full Library Board of Trustees regarding Library Ambassador meetings and initiatives.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: February 8, 2021

SUBJECT: Strategic Plan Update

Soon we will start the process of creating a new strategic plan. What do you want that process to look like? From what constituencies should we collect feedback? Do you favor a qualitative or quantitative approach?

I encourage you to think about your vision for the Library's next five years (and beyond!). What great achievements can we build upon? What challenges will we face? How has the community changed and how will the Library respond to these changes? Keep notes of your thoughts for when the time comes to start this process.

Our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

What's Going on at the Library in February & March

Displays

1. Library Staff Arts & Crafts in Lobby Display Case.
2. YS – Black History Month – February.
3. AS & YS – Local History display – *Youth Award Winners* – February.
4. AS – Local History display – “*How Does Your Garden Grow*” – March.

Virtual Programs

- YS – **Read-A-Thon**. *The Incredible Journey* by Shelia Burnford will be read out loud in its entirety by volunteer readers. This annual event will be offered to the public via Zoom on Saturday, March 20, 10 a.m.
- YS – **My 1st Book Group** - virtual book discussion of *Extra Yarn* by Mac Barnett, in February.
- YS – **Paperbacks & Snacks** - virtual book discussion of *The Case of the Missing Marquess* by Nancy Springer, in March.

Virtual Programs - recurring

1. YS - **Live Weekly Family Story Time** on Zoom, alternating Tuesdays and Wednesdays.
2. YS - **Monthly Art Lab projects** on Zoom, with material packets provided for registered attendees.
3. AS – **Virtual Teen Book Club** – on Zoom in February, discussing *One of Us is Lying* by Karen M. McManus.
4. AS – **Teen Advisory Board (TAB)** – on Zoom in March, meeting to discuss books, programs, and services for our teen patrons.
5. AS – **Adult Reading Club** – monthly informal online discussion of what people are reading, with recommendations from our librarians.
6. AS - **Classics Book Club** – meets on Zoom bimonthly, discussing *The Scarlet Letter*, by Nathaniel Hawthorne, in February.
7. AS - **BYOB–Bring Your Own Book–Club** – meets on Zoom bimonthly, discussing *The Silent Patient*, by Alex Michaelides, in February.
8. AS - **30 Minute Lunchtime Book Club** – meets on Zoom bimonthly, discussing *Sargent's Women* by Donna Lucey – March.
9. AS - **Nonfiction Book Club** – meets on Zoom bimonthly, discussing *Group: how one therapist and a circle of strangers saved my life* by Christie Tate.
10. AS – **ESL Conversation Hour** – meets on Zoom weekly.
11. Systems -**Tech Open Lab** – weekly. Technology staff discuss a different topic each week on Zoom (such as a Microsoft product, Web Application, Social Media, Email, how to use your personal digital device, etc.) and are available to answer questions on any topic.

Take-Home Activities

1. YS - **Roam from Home media packs** - *Journey to Folk and Fairy Lands* – February, *Art Museums around the World* – March.
2. YS – **Science from Home kit** – DIY Crystal Snowflakes.
3. YS – “**Bath Time**” **Sensory Story Time** kit – for use with “Bath Time” Sensory Story Time on Vimeo.
4. YS - **Unicorn craft kit** – preschool to elementary school ages.

5. YS – **Among Us Crewmate Plushie** – upper elementary (because of need for using hot glue gun). Kit includes directions, mitten, two sections of pool noodle, stuffing, and white felt. Video tutorial available on-demand on Vimeo.
6. AS - **Adult and Teen Craft Kits** - *Map Origami* – February, *Make your own Travel Journal* and *Unexpected Incredible Craft Challenge* – March.

Online Resources

1. YS - **BookFlix**: interactive reading experience to explore fiction and non-fiction for grades PreK – 3.
2. YS - **Read It!**: articles on a variety of subjects that include comprehension supports for middle school – adult ELL and other different learners.
3. YS - **TumbleBook** Library: Children's eBook database of picture books and read-along chapter books.
4. YS – Website highlights **Black History Month** with selected books from the Library's collection.
5. YS & AS - **Anti-Racism Reading List**: books and media for all ages to support conversations about race and racism.
6. AS - **Ancestry.com** from Home: Research your genealogy from home for a limited time.
7. AS - **Brainfuse**: Get help with your homework online from 2 p.m. to 11 p.m. daily (check holidays).

On-demand videos

Youth Services:

- Sensory Story Time with Ms. Jen - Bath Time theme, geared to preschool & up, this story time is for children of all abilities to enjoy.
- Snowy Story Time! Join Ms. Liz for wintery stories, rhymes, songs, and smiles.
- *Among Us Crewmate Plushie* – a how-to video on making an Among Us crewmate based on the popular video game, Among Us.
- Winter Scavenger Hunt with Ms. Jen.
- Youth Database Spotlight: **Explora!**: Join Ms. Andy for a look at this fantastic digital resource for middle school research.

Adult Services:

- Karrie Yukon demonstrates how to access Ancestry, Fold 3, and MyHeritage databases, free with your Bloomfield Township library card.
- Recommended Reading, Watching and Listening - Discover what our Adult Services librarians are recommending this month.

Other

1. **Bloomfield Twp. Public Library's Fifth Annual Photo Contest**, January 11 – March 14. This year's theme is "the Incredible Journey" – open to all ages.
2. **Winter Reading Challenge**, January 1 – March 20. All ages are encouraged to register to participate. Warm-up with a good book, challenge yourself, and win prizes!
3. **Welcome Bloomfield Baby Bags** – books, literacy tips, and more – funded by the Friends of the Library.
4. **2020 Tax Forms and Resources** – available for curbside pickup.
5. Circulation - **Auto renewal** of library materials is up and running. Continuing curbside service.
6. University of Michigan School of Music, Theatre and Dance hosts **online chamber music concerts**. Staff emailed this information to our regular concert patrons. They were also informed they can bookmark their webpage for future, free live-streamed concerts.



BY LAWS OF THE FRIENDS OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

A Michigan Nonprofit Corporation

ARTICLE I: NAME AND PURPOSE

1.1 Name – Pursuant to its Articles of Incorporation, the name of the Corporation is THE FRIENDS OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY (the “Corporation”).

1.2 Purpose – The purpose or purposes for which the Corporation is organized are as specified in the Articles of Incorporation. This Corporation is formed exclusively for charitable, educational and literary purposes within the meaning of Section 501(3) of the Internal Revenue Code, which includes the following purposes:

Advancing literacy and lifelong learning through use of the public library; expanding library services through cultural and educational programs; engaging in fundraising activities, including but not limited to used book sales and sales from organization’s library gift shop; and providing financial assistance to the Bloomfield Township Public Library for purchase of needed equipment, materials and services.

1.3 Organization – The Corporation is organized as a domestic, non-stock, non-profit 501(c)(3) corporation.

ARTICLE II: MEMBERSHIP

2.1 Membership - shall be open to all persons who express interest in the Friends of the Bloomfield Township Public Library and its purpose.

2.2 Dues Payment - Persons who wish to become members may join by payment of annual dues.

2.3 Dues Revision - The Board of Directors, by a majority vote, may revise annual dues and categories of membership as needed.

2.4 Membership Terms - are for twelve months with the exception of lifetime memberships.

2.5 Honorary Memberships - may be granted by vote of the Board of Directors; such members have all the privileges of membership with the exception of voting rights.

2.6 Liability of Members – No member of the Corporation shall be personally liable for any of the Corporation’s debts, liabilities or obligations, unless the member has agreed in writing to be liable for such debt, liability or obligation.

ARTICLE III: CODES OF ETHICS, CONDUCT AND WHISTLEBLOWER POLICY

3.1 Code of Ethics and Conduct - The Friends of the Bloomfield Township Public Library will conduct itself in a respectful, responsible, and transparent manner not only within the Friends organization but the entire community at large. This will include:

- (a) Behaving honestly, and with integrity in all our transactions and dealings;
- (b) Treating every individual with dignity, respect and fairness;
- (c) Providing volunteers with opportunities that safeguard their rights and welfare;
- (d) Complying with both the spirit and letter of the law;
- (e) Being responsible, transparent and accountable for all of our actions;
- (f) Appropriately handling actual or apparent conflicts of interest;
- (g) Improving the accountability, transparency, ethical conduct and effectiveness of the Friends organization.

3.2 Whistleblower Policy - The purpose of this policy is to protect the Friends of the Bloomfield Township Public Library, and all who are performing official duties on its behalf, in various capacities as Friends representatives. Any potential violations regarding suspected improper accounting or auditing practices, illegal or unethical conduct or behavior, or conflicts of interest should be reported to any member of the Board.

ARTICLE IV: MEETINGS OF THE GENERAL MEMBERSHIP

4.1 Annual Meeting - An annual meeting of the General Membership, at which the Directors of this Corporation shall be elected, should be held as soon as possible after the end of the Fiscal Year, at a location, date and time determined by the Board of Directors.

4.2 Written Notice - of the time and place of the Annual Meeting shall be sent to each member not less than 30 days before the date of the meeting. Written notice may include electronic transmission. "Electronic transmission" means any form of communication that meets all of the following:

- (a) It does not directly involve the physical transmission of paper;
- (b) It creates a record that may be retained and retrieved by the recipient;
- (c) It may be directly reproduced in paper form by the recipient through an automated process (this would include electronic ballots).

4.3 Special Meetings - of the General Membership may be called by the President or a majority of the Board of Directors. Written notice of the time, place and purpose of the meeting shall be sent to each member not less than 30 days before the date of the meeting. Written notice may include electronic transmission as defined in 6.02.

4.4 General Membership Quorum - A quorum for any duly constituted meeting of the members shall be those members in good standing (dues current) present; a majority vote of the members present shall be required to elect Directors.

4.5 Voting Eligibility - Each member eighteen (18) years and over is entitled to one vote for each matter submitted to a vote. Membership in good standing (dues current) entitles members to voting rights. A current list of voting members shall be available at meetings at which any vote may be taken.

4.6 Remote Meeting Attendance - A member of the Friends may participate in a meeting by any means of remote communication by which all persons participating in the

meeting can communicate with one another. Participation in a meeting by these means constitutes an in-person presence at the meeting.

4.7 Meetings by Electronic Communication – A member may participate in a meeting of members by electronic communications by which all persons participating in the meeting may hear each other, if all participants are advised of the electronic communication in use and the names of the participants in the conference are divulged to all participants. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

4.8 Action Without a Meeting – In unusual circumstances or in an emergency, the President may authorize a special vote of the members to be taken by mail, email, or telephone on any matters except amendments to the bylaws or Articles of Incorporation without calling a special meeting. All questions will be decided by a strict majority of all members or of all Directors. Questions decided by the foregoing method will have the same force and effect as if enacted at a regularly convened meeting. The Secretary will document the outcome of any vote taken in this manner in the minutes of the next regularly scheduled Board of Directors meeting.

ARTICLE V: DIRECTORS AND OFFICERS

5.1 General Powers - The business, property and affairs of the Corporation shall be managed by the Board of Directors.

5.2 Qualifications - Board members shall be members in good standing (dues current) of the Friends of the Bloomfield Township Public Library. Consideration will also be given to active volunteer participation with the Friends.

5.3 Composition of Board - shall consist of not more than thirteen (13) voting members who are elected by the majority vote of the General Membership present and voting at the Annual Meeting. In addition to the thirteen (13) elected and appointed Directors, the Director Emeritus, Library Director or Assistant Director shall be non-voting members of the Board.

5.4 Term of Office - is two years, with the Board divided into two groups: approximately half elected in the even years and approximately half elected in the odd years.

5.5 Duties of Directors and Officers - See current Job Descriptions.

5.6 Absences - If a Director is absent for three (3) consecutive regular meetings, he/she can be asked to resign, or his/her office may be declared vacant by a vote of the majority of the Board of Directors at the next, or a subsequent Board meeting.

5.7 Resignation - Any Director may resign at any time by providing written notice to the Board President. Notice of resignation will be effective upon receipt of that notice or at a later time designated by the notice. A successor shall be appointed as provided in section 7.09 of the By Laws.

5.8 Removal from Office - Any Director may be asked to resign or be removed by a majority vote of the Board of Directors.

5.9 Board Vacancies - In the event the Board shall, at any time, have a vacancy due to an unexpired term or having fewer than thirteen (13) members, the existing Directors may appoint additional members to fill any vacancy to serve for the duration of the unexpired term.

5.10 Director Emeritus - There shall be a category of Board member known as a Director Emeritus who is nominated by the current president and elected by a two-thirds (2/3) vote of the Board of Directors. See job description for qualifications.

ARTICLE VI: NOMINATION AND ELECTION OF DIRECTORS AND OFFICERS

6.1 Appointment of a Nominating Committee - comprised of Board and non-Board members, shall be named by the Board at the December Board meeting.

6.2 Call for Nominations - The committee will convene and appoint a committee chair who will send out a call for nominations to active volunteers, with a Board member job description and nomination questionnaire. For those who express an interest, and turn in a nomination questionnaire, the Nominating Committee will confirm that their dues are current before presenting their names to the Board.

6.3 Confirmation of Nominees - The Nominating Committee Chair will bring the names and nominating questionnaires to a regularly scheduled Board Meeting for review. If there are no objections to the proposed candidates, they then will be notified that they will be put on the Annual Meeting ballot for approval by the General Membership.

6.4 Election of Directors - will occur at the Annual Meeting of the General Membership. See Article VI.

6.5 Election of Officers - The President shall call a special meeting of the Board of Directors as soon as possible after the Annual Meeting and prior to the next scheduled Board meeting to elect a President, Vice President, Recording Secretary, Treasurer and Assistant Treasurer from among the board membership.

(a) The immediate past President shall preside at the special meeting of the Board until its President has been elected, after which the newly elected President shall preside.

(b) The President shall be elected first.

(c) The President will then open the election of the remaining officers.

(d) If the officers cannot be elected after the Annual Meeting, the new Board of Directors will meet within two weeks to complete the election.

6.6 Executive Committee - The Executive Committee shall consist of President, Vice President, Recording Secretary, Treasurer and Assistant Treasurer.

(a) They shall have the rights to exercise any powers granted to it by these By Laws or by the Board of Directors, except the powers to elect officers, fill vacancies in the Board of Directors or amend or revise these By Laws.

(b) The duties and responsibilities of the above-mentioned officers are to be fulfilled according to the current Job Descriptions approved by the Board of Directors.

(c) Three (3) of the officers shall constitute a quorum of the Executive Committee.

(d) Family members may not serve concurrently on the Executive Committee.

6.7 Officer Vacancy - In the event of a vacancy in the office of President, Vice President, Recording Secretary, Treasurer, or Assistant Treasurer, the Board of Directors shall fill the vacancy by appointment of a qualified member to act in the capacity for the duration of an unexpired term.

ARTICLE VII: BOARD OF DIRECTORS MEETINGS AND QUORUMS

7.1 Board of Directors Meetings - Regular meetings of the Board may be held at the time and place as determined by a board resolution.

7.2 Special Meetings of the Board - may be called by the President or any two (2)

Directors at a time and place as determined by those persons.

7.3 Quorum - A majority of members currently serving shall constitute a quorum for meetings of the Board of Directors.

7.4 Voting - Passage of any motion will be by a majority vote, unless otherwise stated in these By Laws.

7.5 Remote Meeting Attendance - A member of the Board may participate in a meeting by any means of remote communication by which all persons participating in the meeting can communicate with one another. Participation in a meeting by these means constitutes an in-person presence at the meeting.

7.6 Meetings by Electronic Communication - A Board member may participate in a meeting of Board members by electronic communications by which all persons participating in the meeting may hear each other, if all participants are advised of the electronic communication in use and the names of the participants in the conference are divulged to all participants. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

7.7 Action Without a Meeting - In unusual circumstances or in an emergency, the President may authorize a special vote of the Board to be taken by mail, email, or telephone on any matters except amendments to the bylaws or Articles of Incorporation without calling a special meeting. All questions will be decided by a strict majority of all Directors. Questions decided by the foregoing method will have the same force and effect as if enacted at a regularly convened meeting. The Secretary will document the outcome of any vote taken in this manner in the minutes of the next regularly scheduled Board of Directors meeting.

ARTICLE VIII: COMMITTEES OF THE BOARD

8.1 General Powers - All committees (special or standing) designated by the Board shall serve at the pleasure of the Board. The President shall designate the personnel of said committee; the duties and number of members shall be approved by the Board of Directors.

ARTICLE IX: RECORD KEEPING AND DOCUMENT RETENTION POLICY

9.1 Purpose - The purpose of the document retention policy is to establish standards for document integrity, retention and destruction and to promote the proper treatment of the Friends of the Bloomfield Township Public Library's records.

9.2 Policy

- (a) General Guidelines - Records (including relevant email) should not be kept if they are no longer needed for the operation of the corporation or required by law. Unnecessary records should be eliminated from the files at the end of every fiscal year. From time to time, the Friends of the Bloomfield Township Public Library may establish retention or destruction policies or schedules for specific category of records in order to ensure legal compliance and to accomplish other objectives such as cost management.
- (b) Exception for Litigation-Relevant Documents - The Friends of the Bloomfield Township Public Library expect all officers, and directors to comply fully with and published records retention or destruction policies and schedules, provided

that all officers and directors note the following general exception to any stated destruction schedule: ***If the Friends of the Bloomfield Township Public Library determine that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then those records must be preserved until it is determined they are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.***

- (c) Minimum Retention Periods for Specific Categories - see Records Retention Schedule

ARTICLE X: ADMINISTRATIVE PROVISIONS

10.1 The Fiscal Year - of this corporation shall commence on the first (1st) day of April and end on the thirty-first (31st) day of March.

10.2 Funds - of this corporation shall be deposited into the account of the Friends of the Bloomfield Township Public Library and shall be disbursed by the Treasurer or Assistant Treasurer, President, or Vice President, as authorized by the Board.

10.3 Use of Assets - With the exception of operating and related expenses, under no event or circumstance shall the assets or net earnings, of this corporation be used, in whole or in part, for objects or purposes which are not charitable, scientific, literary or educational under the laws of both the United States of America and the State of Michigan.

10.4 Expenses - Operating and related expenses in excess of \$100.00 must be preapproved by the Board. However, the President can authorize expense amounts between Board meetings in excess of \$100.00 for unanticipated and/or urgent needs, to be approved by the Board at the next Board meeting.

10.5 Dissolution - In the event of the liquidation, dissolution, or winding down of this corporation,

- (a) In case of dissolution, all assets shall revert to the Bloomfield Township Public Library.
- (b) Upon the dissolution of the Corporation, after paying or making provisions for the payment of the liabilities of the Corporation, the Board of Directors shall distribute the remaining assets of the Corporation (except assets held upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with those requirements) in the manner described in the Corporation's Articles of Incorporation or if the Articles do not specify the manner of dissolution, to an organization or organizations exempt from federal income tax under Section 501(c)(3) of the Code as designated by the Board of Directors. Any assets not so disposed of, for whatever reason, shall be disposed of by the order of the Circuit Court for the County of Oakland, State of Michigan, to such organization or organizations described in IRC Section 501(c)(3) as the Court selects.

ARTICLE XI: MISCELLANEOUS

11.1 Limitations on Liability – The Corporation shall indemnify, to the extent and in the manner permitted by the Michigan Nonprofit Corporation Act, any person who is or was a director or officer of the Corporation for expenses (including attorney’s fees), judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with the action, suit, or proceeding, if such arose by reason of the person being a director or officer. The Corporation may purchase and maintain insurance on behalf of all directors and officers which insures against any such liability to the extent available and to the extent permitted by the Michigan Nonprofit Corporation Act.

11.2 Amendment of By Laws - These By Laws may be altered or amended by two-thirds (2/3) vote of the Board of Directors, provided notice of the proposed amendment or amendments has been included in the notice of the meeting of the Board of Directors.

11.3 Parliamentary Authority – The rules contained in the current edition of *Robert’s Rules of Order* govern the Corporation when applicable, to the extent not inconsistent with these By Laws or any special rules of order the Corporation may adopt.

Revised and accepted – November 4, 2020

Revised and accepted – February 3, 2021

Bloomfield Township Public Library

Library Board of Trustees Standing Committee Responsibilities

The purpose of all committees is to allow for more detailed attention and review with the Library Director regarding the many projects or issues which are presented to the Library and to provide a well-researched and thoughtful recommendation to the Library Board for action.

Art

The Art Committee was established to review and recommend the acceptance of art works which are offered to the Library. During our Library Improvements Project it was also charged with the temporary relocation and storage, preservation and placement of art works in the expanded Library, in addition to reviewing potential donations. In the past, this committee has also been involved in major art purchases and projects such as "Quest" and "A Different Alphabet." They work as needed with the donor and the Library Director on various art projects and their dedication. It meets approximately twice a year depending on various ongoing projects.

Advocacy

The purpose of the Advocacy Committee is to recognize and acknowledge those who are enthusiastic supporters of the Library and have community connections. This committee will facilitate a means for their continued involvement and active participation in library efforts such as public relations, community support, space needs, and local advocacy. It meets as needed depending on various ongoing projects.

Building & Grounds

The purpose of this committee is to work with Administration as needed to review bids proposed for landscaping and grounds maintenance and proposes the recommended choice to the Board as a whole. They also serve to help review large building and landscaping projects with Administration and Facility Services Department Head and our landscape designer or interior designer. This committee previously served as the Library Improvements Committee during our construction project from 2005-2008. It meets approximately twice a year depending on various ongoing projects.

Cranbrook Educational Community/ Detroit Public Library and Troy Public Library Liaison

The Cranbrook Educational Community Liaison/ Detroit Public Library/ Troy Public Library Liaison Committee's primary responsibility is to assist the Library Director, as needed, in renewing our Reciprocal Agreements with these organizations. They are called on to review the agreements when renewed every three years and bring a recommendation to the Library Board for renewal or amendment. It can also be called to assist should any special issues, projects or programs arise. It meets as needed depending on various ongoing projects.

Development

This committee was previously known as the Fund Raising and Endowment Committee. It continues to focus on ongoing and special events and fund-raising efforts by the Library, separate from the work of the Friends. It also reviews the status of the endowment funds held at the Community Foundation of Southeast Michigan. The Development committee generally meets monthly depending on various ongoing projects as needed.

Finance

The Finance Committee assists the Library Board of Trustees with one of its three most important responsibilities: approving an operating budget and securing appropriate funds to operate the Library. It meets regularly throughout the year with the Library Director, Assistant Library Director and Finance Coordinator to review budget matters as needed, such as the audit and the proposed operating budget.

FOL Liaison

The Friends Liaison attends the monthly Friends of the Library Board meetings with the Library Director. The Liaison briefly reports to the FOL Board and keeps them up-to-date regarding Library Board issues. The Liaison also provides a brief report to the Library Board of Trustees at their regular monthly meetings regarding Friends activities. The Liaison also participates in the FOL book sales and fund-raising events when possible.

Investment

This Committee is responsible for a regular review of Library investments with the library's selected investment advisor. They make recommendations for any changes to the Library's investment strategy to the entire Library Board. Working with Library Administration, they oversee the implementation of such investment strategies. This Committee meets approximately two times per year to review Library investments and as needed.

Jeanette P. Myers Scholarship Selection

This committee is responsible for understanding the established and approved criteria and guidelines for selection of the scholarship winner(s). It meets approximately once a year in July to review the applications received for the scholarship. This committee also includes the Library Director and works to select the top candidate(s) to receive the award. The award is presented by the trustee committee members to the scholarship winner(s) immediately prior to the August Board meeting.

Personnel/Director Evaluation

The Personnel/Director Evaluation Committee assists the Library Board of Trustees with one of its three most important responsibilities: selecting a Library Director. They apply the Director Succession Plan Procedure and work with Administration to post, interview and hire a new Library Director. They act as the intermediary between the full Library Board and the Library Director in negotiating the Director's contract. The committee is responsible for reviewing the mid-year feedback from staff immediately supervised by the Library Director, collecting feedback from the trustees regarding performance of the Director and meeting personally with the Director to discuss the trustee feedback regarding performance and promoting or firing the Library

Director as needed. This committee is also responsible for reviewing the details of any major changes in the organization chart or Employee Handbook as proposed by the Director, particularly if additional funding is required in the Personnel Budget. The Library Director will also keep this committee apprised of major personnel issues or impending legislation affecting our personnel. It meets approximately twice a year to discuss recommendations to the proposed library budget as it relates to personnel.

Policy

The Policy Committee assists the Library Board of Trustees with one of its three most important responsibilities: library policy. It is called on to keep the existing 16 policies accurate and current. From 2006 - 2009, all library policies and procedures underwent a major review and revision. All policies created since the beginning of the library in 1964 were reviewed and updated into a concise format. The committee separated the previous library administrative operational procedures and board procedures from true library policy. This project established a specific BTPL definition of "policy" for the creation of future policies: Policy was defined as "Over-riding statements of principals or values which provide a basis for consistent decision making to guide and determine present and future decisions." The committee is charged with comparing ongoing Board action and decisions with the existing policies to ensure compliance. The Policy Committee meets once each year to formally review existing policies or more frequently depending on the need for updating. From time to time, the committee may also wish to review the Library Board Procedures.

DATES FOR LIBRARY BOARD OF TRUSTEES

Thursday, February 25, 11a.m - Development Committee

Wednesday, March 3, 10:30 a.m. – Friends Board meeting

Thursday, March 11, 11:00 a.m. – Special Library Board meeting - FY 2021/2022
budget review

Tuesday, March 16, 7:00 p.m. – Library Board Meeting

Tuesday, March 23, 5 – 7 p.m. –Advocacy Partners



LIBRARY BOARD OF TRUSTEE MEETINGS 2021-2022 FISCAL YEAR

*TUESDAY, APRIL 27, 2021
TUESDAY, MAY 18, 2021
TUESDAY, JUNE 15, 2021
TUESDAY, JULY 20, 2021
TUESDAY, AUGUST 17, 2021
TUESDAY, SEPTEMBER 21, 2021
TUESDAY, OCTOBER 19, 2021
TUESDAY, NOVEMBER 16, 2021
TUESDAY, DECEMBER 21, 2021
TUESDAY, JANUARY 18, 2022
TUESDAY, FEBRUARY 15, 2022
TUESDAY, MARCH 15, 2022

Bloomfield Township Public Library Board of Trustee meetings are held on the third Tuesday of each month at 7:00 p.m. in the Board Room

**April Board Meetings are held the fourth Tuesday*