

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 16, 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

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

Upon discussion, a motion was made by Grant Gerhart and seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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 on the gift of seven sunny days in the past two weeks. She predicted that come May, "Ma Nature will wake up" and there will be. The first Zoom Library Board meeting was in April. President Lindstrom has attended 225 Zoom meetings in her various involvements since March. She expressed her enthusiasm for the Library Board group and the board meetings.

DIRECTOR'S VERBAL REPORT:

Director Mueller reported the Library was closed today due to the snow. While it felt somewhat peculiar to close when the Library is only partly open, this was determined because the conditions made it difficult for staff to arrive at work and the parking lot had not been fully cleared. She thanked the Friends of the Library for granting the Wish List requests totaling \$11,660 in funding for Wonder Books, Art Lab, US Presidents books, large print editions of classic books, and increased eResources through Hoopla and elsewhere. The Friends have

kept busy during this slower time updating their bylaws, which were submitted to an attorney for review. The Trustee Committee descriptions have been updated to include the new advocacy committee. February is Black History Month and she encouraged the board to see the displays in Local History and Youth Services. She made a correction to the January monthly activities report for computer usage: there had been 15 resident uses and 16 non-resident uses. She shared an anecdote about a patron praising the Library for its generosity.

REGULAR AGENDA:

Call to the Public:

Paul Zink, representing the SOC, reported that there is an all staff meeting tomorrow, where new SOC members will be voted in. This will be his last board meeting. Staff donated \$945 to various charities through Casual Fridays and Casual Months.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Library Director Vacancy

Trustee Sandy Edwards provided the update that yesterday, February 15, was the final day of the posting. Four applications were received. The Personnel Committee met on February 9 to discuss the Library Director Search. The application deadline to be considered for the Library Director position was Monday, February 15. Four applications were received. 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 with the full Library Board. Notebooks for the trustees with finalist information will be available for pick-up at the Library on March 17. On March 30, the finalist interviews are scheduled for 9:00 am -12:00 noon and 1:00 pm – 4:00 pm with the full Library Board. At 4:30 pm the Library Board will deliberate and make the final candidate selection.

The meetings will be open to the public.

11b. Library Employee handbook

The 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 the current Library Employee Handbook for many months. The last edition was published in 2013 and several updates were needed. After the internal review and edits were made, an outside Human Resources consultant was asked to review the Employee Handbook for style, language and clarity. The Employee Handbook was then sent to the Library's labor attorney for his review. He reviewed it no less than four times and made only a few suggestions. On January 27, the library managers reviewed the Employee Handbook and had several questions and suggestions, which were incorporated. At the February 9 Personnel committee, Trustees Sandy Edwards and Judy Lindstrom shared their comments after their review. It is now time to share the Employee Handbook with the entire Library Board. After the

Board's review, a final review is planned with a discussion at the March 16, 2021 regular Library Board meeting. Implementation will take place on April 1, 2021.

11c. Advocacy

Judy Lindstrom spoke of the Advocacy Committee. She thanked Sandy Edwards for her work with creating letters, guidelines, and other materials for the Advocacy Committee. The first meeting of the Advocacy Committee was held on January 28, 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. The letter of invitation and guidelines for the Library Ambassadors group were shared.

This is a step towards engaging the public and connecting with them.

OTHER:

Trustee Dani Gillman reported on the Wednesday, February 3 Friends Board Meeting, which was conducted via Zoom. The Friends reported 239 members. \$11,660 in Wish List items was approved. The Friends Bylaws have been revised and were accepted at that meeting. Nancy Lambert joined the Development Committee and gave a report at the meeting. The Friends discussed their Annual Report. The Friends Annual Meeting will be on Wednesday, June 9. A grant from Mr. and Mrs. Bashinski was made in \$10,000 to the Friends. The Friends' next meeting is March 3 at 10:30am.

Suggestions were made of the Ambassador Group. The decision was to start with the core group invited and spread out to include more community leaders later.

Upon discussion, a motion was made by Sandy Edwards and seconded by Joan Luksik **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The trustees discussed the evaluation report from Carol Mueller. Many comments were made and noted regarding Carol's exemplary service during her tenure as Library Director. Her accomplishments over the last year are especially noted and are greatly valued by the board – and the community.

As Library Director, Carol's personal goal of creating an environment of "teamwork and collegiality" has resulted in an A+ library. There was unanimous approval for extending her contract until May 1, 2021. Projected raises for all Library staff for this year were discussed. With her retirement, instead of a raise, a one-time bonus was proposed. There was unanimous agreement that a bonus was warranted and was a fitting way to recognize Carol's work in the last year and the challenging circumstances of the pandemic.

Director Mueller was then invited to join the closed session. Trustee Lindstrom informed her that a contract renewal and a one-time bonus were agreed upon. She was warmly thanked for her efforts. A formal motion approving a contract renewal will be made in open session.

Upon discussion, a motion was made to adjourn by Sandy Edwards and seconded by Grant Gerhart **TO ADJOURN**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At 8:05 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Grant Gerhart and seconded by Joan Luksik **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT UNTIL MAY 1, 2021.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The next Library Board Meeting will be Tuesday, March 16 at 7 p.m.

At 8:07 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

Sandra Edwards

Sandra Edwards, Secretary

PROPOSED