

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Thursday, March 11, 2021

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The special meeting of the Bloomfield Township Public Library Board of Trustees was held in the Library on Thursday, March 11, 2021. The meeting was called to order by President Judy Lindstrom at 11:00 a.m. The meeting was held via Zoom.

**Present:** Trustees: (via Zoom) Tom Deska, Sandra Edwards, Dani Gillman, Judy Lindstrom, and Grant Gerhart

**Not Present:** Joan Luksik

**Administration:** Library Director, Carol Mueller; Assistant Director, Tera Moon; Administrative Assistant, Linden Godlove; Sandi Bird, Finance Coordinator

Upon discussion, a motion was made by Sandy Edwards seconded by Dani Gillman **TO APPROVE THE ORDER OF ITEMS FOR THE SPECIAL AGENDA.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**CALL TO THE PUBLIC:**

None present.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

***5a Budget Review*** – Director Carol Mueller thanked everyone for their role in the budget and for their support. Carol thanked the team of people that put together the budget, especially Finance Coordinator Sandi Bird and Assistant Director Tera Moon for all their diligent work on the budget and compiling the information for the Library Board. She thanked the department heads for reconsidering their budgets. She also thanked the

Library Board Trustees for their careful review and consideration of the proposed budget.

Director Mueller said the Library is doing well and this is a very sound financial plan. She gave an overview of library revenues and expenditures for the Fiscal Year 2020-2021 and the proposed budget for Fiscal Year April 1, 2021 – March 31, 2022 which will be presented at the March 16, 2021 Library Board Meeting.

**OTHER:**

***a. Library Endowment Funds***

Each year, the Library receives notification from the Community Foundation for Southeast Michigan (CFSEM) regarding the payouts available from our Library's six endowment funds. The Library has just received such notifications for 2021. The six endowment funds, the available payouts, and our recommendations are:

**Bloomfield Township Public Library Endowment/ Amber Trust Funds and the Smith Challenge Grant Fund** – the purpose of these endowment funds is to provide support for the general charitable purposes of the Library. Further, the Smith Challenge Grant stipulates that the decision to accept the payout and how it will be used during the year is to be made by the Library Department Heads. This year the Department Heads have elected to accept the Smith Challenge Grant payout to use for Library team building purposes. This idea was unanimously supported by Department Heads at our managers meeting on February 10, 2021. I recommend not accepting payouts from the Endowment/ Amber Trust funds this year as we have funding left from previous payouts to support audio book purchases. The payouts available are:

Endowment/Amber Trust Funds - \$1,605.50 to be reinvested

Smith Challenge Grant Fund - \$1,605.50 to be accepted

**The Fair Radom Garden Endowment Fund** – the purpose of this fund is to support the beautification, improvement and preservation of the Library's gardens as well as related educational programs and activities at the Library. We propose reinvesting both payouts from this endowment this year as funding is available from previous payouts. The payouts available are:

June, 2021 - \$356.50 – to be reinvested

December, 2021 - \$356.50 – to be reinvested

**The Yvonne T. Atkinson Fund** – the purpose of this fund is to support the general charitable purposes of the Library with a preference for programs encouraging and supporting book discussion. We propose reinvesting the payouts from this fund. The payouts will be:

June, 2021 - \$667.50 to be reinvested

December, 2021 - \$667.50 to be reinvested

**The Jeanette P. Myers Scholarship Fund** – the purpose of this fund is to provide funds to encourage and support the post-secondary education of past or present employees of the Library or persons who have some relationship with the Library. The payout from this fund is accepted every year. This annual scholarship is awarded in August each year, prior to the regular Library Board meeting that month. The payout will be:

June, 2021 - \$671.00 to be accepted

**Bloomfield Township Public Library Director's Legacy Fund**, supports staff development opportunities and staff training that improves or enhances service to the public. I am recommending that we do not accept the payouts from this fund this year but instead invest these back into the fund to grow the corpus, resulting in potentially larger payouts in the future.

The Library board supported these recommendations.

Upon discussion, a motion was made by Dani Gillman and seconded by Tom Deska **TO APPROVE THE ENDOWMENT FUND RECOMMENDATIONS AS PRESENTED.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

President Lindstrom asked the trustees how they felt about meeting in person for the April board meeting. There was discussion on this and there will be consideration of meeting in person if there is not an escalation of COVID-19 cases.

The next scheduled Regular Board Meeting is March 16, 2021 at 7:00 p.m. via Zoom.

Meeting adjourned at 12:06 pm

Submitted By:



Sandra Edwards, Secretary