

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 16, 2021
Held via Zoom

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom.

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, Finance Coordinator Sandi Bird

Guests: (via Zoom), Anna Pelepchuk, Circulation Department Head and SOC representative

Upon discussion, a motion was made by Sandy Edwards 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 praised the recent beautiful spring weather, but warned everyone once more that the weather could change unexpectedly and there may be snow in May. She recommended not putting plants out until the frost warning is gone. In the meantime, she exhorted everyone to enjoy the sunshine—"it brings out the best in all of us. And come and visit the Library because it's a great place to be."

DIRECTOR'S VERBAL REPORT:

Director Mueller announced the Library's 5th annual photo contest closed for entries this past Sunday, March 14. 90 photos were submitted, taken by 57 Bloomfield Township residents from May 1, 2020 through March 14, 2021. Overall, this was a good turnout. The Development Committee will get a special preview of the winners during the meeting on April 8th and the winners will be unveiled in the display case after this. From the photos submitted, a Best of Show and People's Choice winner will be selected in addition to the top three photos selected

in the Youth, Teen and Adult categories. This Saturday, March 20th at 10 a.m. is the Readathon of the book *The Incredible Journey*, which will be read aloud by Bloomfield Township Residents over the course of two and a half hours. It will be available live-streaming on YouTube and a link will be available afterwards. An update with the pandemic: now up to 25 people may gather, so the Library can consider having board meetings in the building. The Library is slowly moving towards Phase 4 of reopening during the Pandemic. Bloomfield Schools are returning to in-person study on April 5. She refers to the reopening as “more like a dimmer switch than an on/off switch” as the Library will gradually be increasing its services and reducing some of the pandemic precautions. Patrons will soon be able to visit for 60 minutes, rather than 30, and some seating will be returned. Returned materials will be quarantined for less time – 48 hours. The LED lighting upgrade project is also going more slowly, due to slower than normal delivery of items during the Pandemic. Notice was received of the DTE rebate for the lighting project \$1,475.67—this is a good first step towards this project. She shared a lovely patron comment, made on Twitter: “You are a crown jewel of our community. It was great to get back inside today, even if just for 30 minutes. Many thanks to the wonderful staff for a great experience.”

REGULAR AGENDA:

Call to the Public:

Judy Lindstrom thanked Anna Pelepchuk, representative of the SOC, for three years of serving on the SOC and expressed gratitude to the other members of the committee: Paul Zink and Nicole Gillies. Anna Pelepchuk declared “it’s been a crazy kind of year and the last few months have been no different.” She reported that patrons are very happy with the Library open again for limited visits. Curbside service users are thrilled. “The new SOC are a really great group of people: Laura Kraly from Adult Services, Daniella Bryant from Circulation, and Amanda Carroll from Youth Services Intern. They will do a great job.”

Finance Coordinator Sandi Bird had no comment.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. FY 2020/2021 Amended Budget and FY 2021/2022 Proposed Budget

Director Mueller presented the proposed balanced budget that includes the FY 2020-2021 amended budget and the FY 2021-2022 proposed budget. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library’s capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows the Library to continue to increase the capital improvements funding to replace necessary capital projects such as LED lighting throughout the inside and outside of the building.

As in past years, the proposed Gift Fund budget does not assume revenue from gifts, but does include the Myers Scholarship payout from the Community Foundation of Southeast Michigan (CFSEM) and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. It is assumed all gifts will be spent during the year.

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2021 – March 31, 2022 is available at the Library’s Welcome Desk for public review.

Director Mueller said an adjustment was made as of that morning because the final tax revenues from Bloomfield Township were a little lower than anticipated. The general fund investment earnings are also lower than anticipated. There were many reductions on line items due to COVID.

Director Mueller remarked on the challenging year—almost a year has passed since the Library closed its doors due to the pandemic. Staff have been incredible at being creative, adaptive, and flexible to adjust to the changes. For all of this, the year ended on a solid financial ground. Revenues will increase this year and are slightly higher than predicted a year ago. Other revenues are lower than projected, as the meeting rooms, the Library Shop, fines and fees, and penal fines were all affected by the pandemic. The Library was awarded a \$50,000 grant which aided the Library greatly.

Upon discussion, a motion was made by Joan Luksik, seconded by Dani Gillman **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$8,252,542 REVENUES
\$10,427,275 EXPENDITURES

- **FUND BALANCE RESERVES SHALL BE DECREASED BY : \$2,174,733 NET REVENUE/EXPENDITURES.**

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE LED LIGHTING PROJECT.

FY 2021-2022 AMENDMENTS:

BUDGET AMENDMENT 1:

DECREASE GENERAL FUND TAXES REVENUE BY \$11,500 AND DECREASE INVESTMENT EARNINGS REVENUE BY \$18,500 FOR REVISED 3/2021 PROJECTIONS.

AS AMENDED MARCH 16, 2021

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL

1, 2020 - MARCH 31, 2021, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$8,012,678 REVENUES
\$7,291,500 EXPENDITURES

FUND BALANCE RESERVES SHALL BE INCREASED BY:

\$721,178 NET REVENUE/(EXPENDITURES)

FY 2020-2021 AMENDMENTS:

BUDGET AMENDMENT 2:
DECREASE GENERAL FUND TAXES REVENUE BY \$11,500 AND DECREASE INVESTMENT EARNINGS REVENUE BY \$18,500 FOR REVISED 3/2021 PROJECTIONS.
AS AMENDED MARCH 16, 2021

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Upon discussion, a motion was made by Dani Gillman, seconded by Tom Deska **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$700 Revenues
\$162,195 Expenditures

TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2020 - MARCH 31, 2021, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$45,534 Revenues
\$207,029 Expenditures

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Library Employee handbook

The Library's Administration team of the Library Director Carol Mueller, Assistant Library Director Tera Moon, Finance Coordinator Sandi Bird and Administration Assistant Linden Godlove worked 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 Library's Employee Handbook for style, language and clarity. After this review, the Employee Handbook was sent to the Library's labor attorney for his review. He reviewed it no less than four times and came back with only a few suggestions. On January 27, the 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. The Employee Handbook was shared with the entire Library Board at the February 16, 2021 Library Board meeting. We are ready for a final review and discussion at the March 16, 2021 regular Library Board meeting. Implementation will take place on April 1, 2021.

Upon discussion, a motion was made by Grant Gerhart and seconded by Sandy Edwards **TO ACCEPT THE UPDATED EMPLOYEE HANDBOOK AS PRESENTED AND TO AUTHORIZE THE LIBRARY DIRECTOR TO DISTRIBUTE THE HANDBOOK TO ALL LIBRARY EMPLOYEES BEGINNING APRIL 1, 2021.**

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

The Personnel Committee has been working diligently on the search for a new Library Director. Here are updates to the process:

- As of February 18, five complete applications for the position were received.
- The Committee met on February 18 to review and rate applications and to select finalists for the first round of telephone interviews on February 24.
- Three candidates were selected for telephone interviews. The Committee talked with all three on February 24. Conversations with all three candidates were enjoyable and informative. We were pleased to speak with candidates who value the Bloomfield Township Public Library and expressed a desire to work here as Library Director. On March 1, one candidate decided to drop out of the search.
- Notebooks for trustees with finalist information will be delivered to each Trustee's home on March 17.
- March 30 – interviews with two finalists are scheduled for 9:00 am – 12:00 noon (details to

follow) with the full Library Board and library staff.

- March 30 – 12:30 pm – Library Board deliberations and final candidate selection

This was discussed among the Trustees with comments on the process and the candidates.

All candidate information is considered confidential and all interviews (including deliberations and selection) are subject to the Open Meeting Act and will be open to the public, with details for attendance to be posted on the website.

OTHER:


Trustee Dani Gillman reported on the Wednesday, March 3 Friends Board Meeting, which was conducted via Zoom. The Friends currently have a membership of 227. There was a discussion about the Advocacy Committee and its purpose and how it differs from the Friends' role. Director Mueller thanked the Friends for the \$11,660 gift for the Wish List Funds. She shared updates on the Readathon and the March is reading month programming. The 2021 Friends Annual report is being created and will be sent via email with a hard copy option. Planning for the Annual Meeting is underway. The Friends' next meeting is April 7 at 10:30am.

The Read-a-thon is this Saturday, March 20, starting at 10 a.m. The first meeting of the Ambassador's Group is Tuesday, March 23 at 7pm. The Director's candidates will be interviewed on March 30.

The next Library Board Meeting will be Tuesday, April 27 at 7:00 p.m.

At 7:50 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary