

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, May 18, 2021

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: Tom Deska, Sandra Edwards, Grant Gerhart, Judy Lindstrom, and Joan Luksik

Trustees Absent: Dani Gillman

Administration: Director Tera Moon, Administrative Assistant Linden Godlove

Guests: Amanda Carroll, Youth Services Intern and SOC representative; Geraldine Drake, AECOM

Grant Gerhart requested **Item 7a Cash Disbursement Comments** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Sandy Edwards and seconded by Tom Deska **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7a**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom welcomed everyone and expressed pleasure that Geraldine Drake of AECOM is joining the meeting today. This has been a beautiful spring and the library's gardens are at their most stunning. The weather has been perfect for the tulips. The grounds designer, Jim Slezinski of Goldner Walsh, has expressed the library's gardens are a mark of pride for him.

DIRECTOR'S VERBAL REPORT:

Director Moon is delighted to lead her first board meeting as the library director. She thanked the Board for their faith in her. She expressed that it has been an interesting couple of weeks with the COVID mask ordinances changing. She has been learning to delegate well and staff

have been very supportive. She thanked the board for sending off former Director Carol Mueller in such a celebratory way. Carol Mueller loved the gifts. She is very happy and a little tired. She is enjoying the sunshine and her days at home.

It has been an interesting week with COVID and pandemic operations. The CDC issued new guidelines with no masks required in certain settings and Governor Whitmer issued the same guidelines for the state of Michigan. The Library is continuing to require masks, as this is just safer, there is no way to legally verify anyone is vaccinated, still guided by MIOSHA rule (locked into retail, libraries, museums), and most other libraries are requiring masks too. This requirement also makes staff feel more comfortable to interact with patrons. Some furniture will be moved out storage and into public spaces soon as part of transitioning into another phase of broader opening.

The annual Staff Development Day was on Friday, May 7. The staff had a good day, albeit a bit odd with the pandemic forcing more isolation on a day where traditionally everyone gets to be together. A hybrid approach of Zoom and direct learning was taken, with some staff in the building and some opting to Zoom from home. The staff learned about Office 365, which the Library has recently installed on all staff computers.

The Friends Annual Meeting will be on June 9 at 1:00 pm and will be held via Zoom. An email was sent out inviting all Friends.

The staff are busy planning a fun campaign to engage with summer reading. There will be a lawn sign campaign and first 250 people to sign up for supper reading and complete a challenge can receive a sign.

Youth Services Assistant Department Head Jen Taggart brings more recognition to Bloomfield Township Public Library. Her writings were included in a book called *Library Programming for Autistic Children and Teens*. Jen shares about the story times and services inclusive to people of all abilities.

Tera Moon will be on "Bloomfield in Focus", a BCTV news program, with Director Alan Jaros of Johnson Nature Center to talk about a joint story walk between both organizations. Dani Walsh is host of show.

RB Digital magazine recently moved to Overdrive and the staff have made efforts to communicate to patrons about the change, including social media, a slider on the website, and a poster in the lobby. Savannah, an email marketing platform, was also used to target to RB Digital account holders. 1,200 emails sent out with an open rate was 2,000. The magazine usage statistics were compared to other MetroNet libraries and Bloomfield Township Public Library had the highest statistics, with 1,300 uses logged. Rochester Hills Public Library had the next highest usage at 800 uses.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Amanda Carroll, representing the SOC, thanked everyone for having her at the meeting. She is the Secretary for the Staff Organization Committee. She has seven weeks remaining before completing a master's degree in Library Science. She was hired as a Circulation Page and this was her first time working in 15 years after raising her family. Now she is a Youth Services Intern. She is a patron at Bloomfield Township Public Library as well.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. LED Lighting Update from Geraldine Drake, AECOM

Geraldine Drake provided an update on the LED Lighting project with details on the areas that have been updated. This was begun to reduce operating costs, creating an energy savings, reducing maintenance costs, and avoiding complications with discontinued parts. The new lighting highlights the beautiful and unique features of the building and provides enhanced light for users.

Despite some product delivery delays, work has progressed very well. Tim Strachura from Rewold and Sons has been on site with electricians from Summit Electric and has kept staff informed.

100 percent of the packaging has been recycled, the components have been stripped from the defunct lighting, and so far, there is less than 10 pounds of materials that could not be recycled.

Geraldine assisted with creating a template for messaging to staff and the public. Posters explaining the project's benefits and background are in Adult Services and the lobby. A poster is in the staff hallway and updates are included in the Weekly Staff Update email that goes to all staff once per week. A press release highlighting the project's benefits was sent out. An article was published in the *Birmingham Bloomfield Eagle*.

Thank you to the professionals at AECOM, Frank Rewold and Sons, Summit Electric, and Gasser Bush for helping to bring the best of the library to light.

11b. Bank signatories

With the recent changes in the Library Director position, a resolution to approve a change in bank signatories was presented for the Library Board's 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. The resolution authorizes the following persons to sign on behalf of the Library, issue orders for payment or withdrawal of money:

Judy Lindstrom, Trustee/President
Sandra Edwards, Trustee/Secretary
Tera Moon, Library Director
Sandra Bird, Finance Coordinator
Brian Kepes, Bloomfield Township Treasurer
Danielle Walsh, Bloomfield Township Supervisor
Martin Brook, Bloomfield Township Clerk
Teresa Renaud, Bloomfield Township Deputy Treasurer

This resolution will need to be updated again when officers of the Library Board of Trustees change, when changes in the positions of Library Director, Assistant Library Director or Finance Coordinator occur or when changes in the Bloomfield Township Public Officials occur.

Upon discussion, a motion was made by Sandy Edwards and seconded by Joan Luksik **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE MAY 3, 2021.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Grant Gerhart inquired about section 7a, regarding some of the checks issued this month. He expressed concern how many expensive checks were in the month. This included the check to Rewold, who is managing the entire lighting project, including the labor and parts, and all the subcontractors. He also inquired about Check #21357, which is a monthly check made to the Township for the pension obligation. Check #21356 was for salaries and employee insurances and is a monthly expense.

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, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

OTHER:

Trustee Sandy Edwards reported on the Wednesday, May 5 Friends Board Meeting, which

was conducted via Zoom. Their 2021 Annual Report is now available and is on the website. Their Annual Meeting will be on June 9, at 1 p.m., via Zoom, and will include the election of officers and Director Moon will be their special guest. The Friends have a healthy balance in their budget, despite the lack of book sales. They are very eager to resume the book sales, but they must consider COVID precautions. The Friends donated books to the Dominican Sisters and their Adrian Retirement Community site, a monastic community, and a contemplative community, so they were very grateful for the books. The Friends' next meeting is June 2 at 10:30 a.m.

Tera Moon spoke about the strategic planning workshop offered by the Michigan Library Association as part of their executive summit.

The next Library Board Meeting will be Tuesday, June 15 at 7:00 p.m.

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

Submitted by:

Sandra Edwards

Sandra Edwards, Secretary