

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
**Tuesday, August 17, 2021**

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At 7:33 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom.

Trustees Present: Sandra Edwards, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: Tom Deska and Grant Gerhart

Administration: Director Tera Moon; Administrative Assistant Linden Godlove; Finance Coordinator Sandi Bird

Guests: Amanda Carroll, Youth Services Intern and SOC representative.

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Upon discussion, a motion was made by Tom Deska, seconded by Joan Luksik **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, Lindstrom, and Luksik*

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Judy Lindstrom remarked that it was so heartening to see the "regular" things, like people using the Commons area, a return of monthly events, and the Myers Scholarship being awarded. The word "regular" is sometimes dismissed, but it is more appreciated after being so long in the irregular. She expressed that it was good to meet together in person, once such a "regular" thing.

**DIRECTOR'S VERBAL REPORT:**

Director Moon reported that the summer reading program has concluded. Summer is winding down at the Library. There were 570 total registrations for summer programs. Children enrolled collectively read 172,619 minutes over the period of the program. Teens and adults read 898 books. She thanked the Friends of the Library for supporting with wonderful prizes.

Youth Services Department Head Jen Taggart was named Inclusion Chair for the Collaborative Summer Reading Program. This nationwide group is responsible for developing each year's summer reading theme, artwork, and suggested activities. We know the organization will benefit greatly from Jen's expertise!

Through the Library Network (TLN), the Library is working with the United Way to distribute packets, including the free copies of the board book *Tell me a Story* to promote literacy and reading for newborn children. The packets also include information on United Way services, programs, and resources accessible to residents of Southeast Michigan. Due to the pandemic,

United Way has been partnering with libraries, due to the pandemic. The Library also has copies in Arabic. These will be included in the “welcome baby” kits.

Update on flooding that happened during board meeting on July 20; sumps were repaired, and electrical panel replaced and rewired. No one was at the Library when it flooded on July 24-25, so it is unclear what happened. It seems that the whole system, including sump pumps, are overwhelmed. Professional cleaning was hired, and the Library is working with a restoration company to assess whether mold is present. Director Moon met with Gene Ferrara and one of his staff who is a storm system specialist. The flooding issue is being opened again and assessed.

The Library's re-opening plan is moving forward with a couple of adjustments. Staff are wearing masks once again. Patrons are encouraged to do so, but it is not required. The plan is still to go back to regular operating hours starting September 7 and rent meeting rooms once again. There will be a return of some small programs. Director Moon is watching the positive test rates and following the CDC guidelines and rates of community transmission.

Katherine Bryant, the new Assistant Director, is starting on September 7.

The discussion of fines and fees will take place in January.

***Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2022- March 31, 2023.***

Tera Moon thanked Finance Coordinator Sandi Bird for her hard work preparing the preliminary budget. This is a team effort involving many people, including the department heads and the Trustees. Library Director Tera Moon gave an overview on the FY 2022-2023 Preliminary Budget. The final budget for FY 2022-2023 will be approved in March 2022.

**Call to the Public:**

Amanda Carroll, representing the SOC, had nothing to report at this time.

**Motion to Approve the Fiscal Year 2022-2023 Preliminary General Fund Budget:**

Upon review and discussion of the Fiscal Year 2022-2023 Preliminary General Fund Budget, a motion was made by Sandy Edwards, seconded by Grant Gerhart:

**TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, IN THE AMOUNT OF \$8,403,449 FOR THE ANTICIPATED REVENUES AND \$8,400,927 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR AND THE FUND BALANCE RESERVES SHALL BE INCREASED BY \$2,522.**

**THAT THE APPROVED GENERAL FUND BUDGET AND TAX LEVY FOR FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.**

**TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, FOR THE CURRENT FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY, \$8,205,629 FOR THE ANTICIPATED REVENUES AND \$10,435,017 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE DECREASED BY (\$2,229,388). THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE LED LIGHTING PROJECTS.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

**Motion to Approve the Fiscal Year 2022-2023 Preliminary Gift Fund Budget:**

Upon review and discussion of the FY 2022-2023 Preliminary Gift Fund Budget, a motion was made by Tom Deska, seconded by Joan Luksik:

**TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$162,195 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

***Call to the Public:***

Amanda Carrol, representing the SOC, gave a report. The SOC has started planning the holiday party, which will take place on December 12 at the Iroquois Club. She provided other updates on fundraisers and other activities for staff.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a. Proposed 2022 Holiday Calendar**

The proposed 2022 holiday calendar includes fourteen total days closed to the public and one early closing. This is one additional day closed than in 2021. The Library at 5:30pm for Thanksgiving Eve on Wednesday, November 23 and this is the only early closing of 2022. It is proposed that the Library remain closed on Sunday, May 29, 2022, and Sunday, September 4, 2022 also for Memorial and Labor Day holiday weekends. Previous years have shown that our residents do not visit the Library in large numbers on these days. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

Upon discussion, a motion was made by Joan Luksik, seconded by Grant Gerhart **TO APPROVE THE**

**PROPOSED 2022 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

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

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

*Nays: None*

**MOTION CARRIED**

**OTHER:**

President Lindstrom will be attending the Friends group to pose the questions that had been shared with Ambassadors.

The next Library Board Meeting will be Tuesday, September 21 at 7:00 p.m. The Audit presentation will be discussed. Development Committee meeting will meet on September 26 at 11 a.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