

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, October 19, 2021

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: Tom Deska, Grant Gerhart, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: Sandra Edwards

Administration: Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove

Guests: Laura Kraly, Adult Services Department Head and SOC representative; Lindsey Block, Administration Clerk

Joan Luksik requested **Item 7a Cash Disbursements Minutes** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Grant Gerhart and seconded by Joan Luksik **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, Gerhart, Gillman, Lindstrom, and Luksik

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom has served as President for three years, so her time serving in this role is nearing an end. At the next meeting on November 16, there will be nominations for the next Library Board President. She will speak to the Trustees about being on a nominating committee for the Board. There will be a full slate of elections: President, Vice-President, and Secretary. Committee appointments will be in January. She attended an opening event at the University of Michigan Dearborn, in celebration of Karen Imarisio donation of an extensive pop-up book collection. Karen Imarisio was once staff at Bloomfield Township Public Library. Former Director Carol Mueller was also in attendance. Goldner Walsh's newest seasonal urns at the Library entrance received the President's praise. She also praised the beautiful October weather.

DIRECTOR'S VERBAL REPORT:

Director Moon Verbal remarked about the abundance of content and activities staff has planned and created, recorded, and presented. With the next newsletter the Library will be back to the regular quarterly schedule of newsletters. Through the pandemic the Library has increased social media and email marketing.

- Facebook 2,495 followers increase of 500 from March 2020
- Instagram 1,239 followers increase of 340 from March 2020
- Twitter 212 followers increase of almost 90 from March 2020

She announced that a chamber music concert is planned for Friday, November 19.

On Saturday, December 11 at 11 a.m. in the Community Room, the Library is planning a reception for reveal the Community Quilt that was started earlier this year as part of the “Incredible Journey” programs. This is the same day as the Friends Second Saturday Sale.

The Faust Public Library of Westland recently won a millage campaign and is making plans to renovate and expand their building. They are touring libraries in the area with recent improvements and one of their stops will be Bloomfield Township Public Library. They will be interested to see The Commons for the many kinds of seating and variety of styles of working made available. They will be visiting on November 2.

Director Moon was in attendance at The Cultural Council of Birmingham Bloomfield arts award ceremony, as she is sitting on that board. She interviewed with County Commissioner Chuck Moss and this will air on BCTV at some point.

Youth Services Librarian Patricia Ballard visited Covington School in Birmingham, which has many Bloomfield Township residents among its students. Covington was hosting their first annual Literacy Night. About 70 attendees got to meet with Patricia, as well as librarians from Baldwin and Southfield, and other literacy related organizations. Students also heard presentations from the school Principal, the teacher who organized the event, and the Media Specialist. Patricia said it was great fun and everyone enjoyed themselves and learned a lot.

Adult Services Librarian Shayna Connolly recently shared an "I love my job" moment: "A patron asked me for Arsene Lupin books that she had read when she was young and wanted to reread. We only had one short story in a collection, and I was explaining that I could find that for her and then we could order more when I saw we had a few in Korean in the World Languages Collection. She was delighted! She laughed and said that she was looking for them in English but had originally read them in Korean and that this would be perfect. I could hear the smile behind her mask as I found the books for her, and she headed off to check them out."

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Laura Kraly, representing the SOC, reported that the Holiday Party is on December 12 and shared more details about the murder mystery themed entertainment as well as the menu.

Lindsey Block, the new Administration Clerk, was introduced. She is a master's student at Wayne State. She has just finished her fifth week of work at Bloomfield Township Public Library.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Annual Policy Review

Each year, the Policy Committee meets to review all fifteen Library Board approved policies. The purpose of this review is to ensure that these policies, our guiding principles, are up to date and continue to meet library needs. From time to time, Board approved guidelines are reviewed and updated as necessary as well. This year, there is a recommended update to library policies, Investment and Depository Designation.

On September 27, 2021, the Policy Committee met and reviewed the Investment and Depository Resolution, last revised by the Library Board of Trustees on June 16, 2015.

There are two recommended changes. First, under Section 4 Approved Depositories, the names of financial institutions have been replaced with the statement “the library will maintain a list of financial institutions, which are authorized to provide investment and depository services by the Finance Committee and approved by the Board of Trustees”. Second, a new section was added, Section 10 Internal Controls, recommended under the criteria set forth by the Association of Public Treasurers of US and Canada Investment Policy Certification Committee. This new section includes the following: “BE IT FURTHER RESOLVED, That the library shall establish a system of internal controls, which is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers. Required elements of the system of internal controls shall include: 1) The timely reconciliation of all bank accounts is within 30 days of the end of the monthly cycle, 2) details of delivery versus payment procedures include the payment is made either before or at the same time as the delivery of the securities, and 3) a third party audit is conducted annually.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **TO APPROVE THE REVISIONS TO THE INVESTMENT AND DEPOSITORY DESIGNATION RESOLUTION, AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik requested that “**Item 7a Cash Disbursements Minutes**” be further discussed. She wanted to know what costs were covered in the check to Aecom. This was for Geraldine Drake and her associates’ services to coordinate furnishings in Adult and Youth Services Departments as well as the lighting project. The furniture and lighting were an additional cost separate from this. This was part of the original budget.

She also inquired on the change of the quarantine period for employees, which was in the Director’s Report. It was clarified that if an employee has been vaccinated and they get a negative test result, they can return to work. There is not a mandate for staff to be vaccinated.

Upon discussion, a motion was made by Joan Luksik, seconded by Dani Gillman **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Dani Gillman reported on the Friends meeting on October 6. Membership is at 258. In September, The Library Shop book and media sales earned \$1,226. The September Second Saturday Sale earned over \$5,000. They are investigating a reserve fund, inspired by the pandemic's effects on accounts. She shared an anecdote about a man who collected surplus book donations for the Taylor Community Library. Before this meeting the Friends answered questions previously posed to the Ambassador's Group. The next Friends meeting will be on November 3 meeting.

President Judy shared about this discussion with the Friends. Three of the six questions posed to the Ambassadors Group were also posed to the Friends. The Friends were enthusiastic and shared many ideas. They were very supportive of the Board and the staff.

Director Moon shared updates on the lighting project. Some of the supplies are slow to arrive. The staff end of the parking lot is done. There will be updated lighting in the display cases, the art piece over the Youth Services desk, the panel behind the Welcome Desk, and other unique spaces. The project is ahead of schedule and under budget.


There was an inquiry about library guests. According to the gate count, the Library receives about half as many visitors as before the Pandemic. This is a trend among libraries. Circulation has increased since last year and is close to levels before the pandemic.

Ambassador's Meeting October 26 at 7:00 p.m.

The next regular board meeting is November 16 at 7:00 p.m. The topic will be the election of officers.

At 7:37 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary