

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, November 16, 2021  
held via Zoom

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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, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: None

Administration: (via Zoom) Director Tera Moon; Assistant Director Katherine Bryant

Guests: (via Zoom) SOC representative Laura Kraly

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Grant Gerhart requested **Items 7b Revenues/Expenditures Budget Report and 7c Energy Report** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Sandy Edwards, seconded by Grant Gerhart, **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM THE CONSENT AGENDA AS FOLLOWS: 7b, 7c.**

*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 wishes the very best to Tera during her recovery. This is Judy's last meeting at the helm as President of this illustrious Board. She is very appreciative of her time on this board and with these board members. This is a special time of year for everyone, with holidays in many religions as well as Thanksgiving for giving thanks. Judy quoted William Arthur Ward: "Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings." We have an extraordinary Board, facility, and staff. President Lindstrom thanked everyone from the bottom of her heart.

**DIRECTOR'S VERBAL REPORT:**

Director Moon thanked the Board for being flexible about meeting on Zoom. She is grateful we can continue with the board meeting in this safe way, since the Township extended the State

of Emergency that allows us to hold virtual meetings. She is lucky to have a mild case of Covid, similar to a cold. The pandemic metrics have changed so much in the last week. Michigan's 7-day average positivity rate went up from 13% last week to nearly 17% today. So far, there have not been a critical mass of staff out.

Director Moon is reconsidering the Chamber music concert this Friday, as well as the holiday party. It might be most prudent to postpone it to a later date when metrics are better. The Board can have a conversation about this later in the meeting.

Geraldine Drake has done a lot of research to find new Community Room chairs that are more comfortable, but also good looking and easy to move for our facilities staff. She has delivered four sample chairs to the library. Director Moon planned to share them with the Board tonight, but now encourages them to check them out when they are in the library. The chairs will be put out for public comment in the Commons area, using a feedback tool like what was used in the development of the Commons. The Library wants to place an order in December.

In the last week in October, Library staff felt optimistic about moving toward normalcy with a great turnout at the October 27 Trick or Treat event. Five hundred parents and kiddos came through the library to trick or treat at public service desks about the library. It was a wonderful evening and we got lots of happy feedback. On Friday, October 29, eight enthusiastic teens participated in an after-hours event, and then last week, we held a successful history lecture with 24 attending in person and 11 via Zoom. The hybrid approach has been working well for Adult Services, with use of the Meeting Owl equipment for book clubs.

A frosted white acrylic end panel has been selected for the Friends Book Nook and will hopefully be in place before the January sale.

In bittersweet news, Systems Department Head Joan Wu is retiring January 7, 2022. We are grateful for her 17 years of service to the library, during which she has helmed the Systems Department, making the IT infrastructure robust as a trailblazer in the field.

Director Moon will begin the search for the Youth Services and Systems Department Head positions in December, staggered a few weeks apart.

In this thankful season, thank you for all the Library Board does for the library. Director Moon is so grateful to be your partner in guiding this organization to a brilliant future.

Upon discussion, a motion was made by Joan Luksik, seconded by Dani Gillman, **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

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

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

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

**Call to the Public:**

Laura Kraly reported that the SOC is hosting a craft and bake sale for the staff the week of December 13-19 in Meeting Room 2. The Library Board is welcome to come and shop.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a1 Election of Officers**

At the November 16, 2021 Library Board of Trustees regular meeting, Board President Judy Lindstrom will present a slate of officers for your consideration. The current officers and committee appointments are attached for your information. Committee appointments will take place at the regular monthly meeting on January 18, 2022.

President Judy Lindstrom thanked Joan Luksik for participating on the nominating committee.

Happy to announce the officers for December 2021-December 2022. President: Joan Luksik; Vice President: Grant Gerhart; Secretary: Judy Lindstrom. Thank you all to everyone who stepped up.

Upon discussion, a motion was made by Sandy Edwards, seconded by Dani Gillman, **TO APPROVE THE SLATE OF OFFICERS FOR THE DECEMBER 2021-DECEMBER 2022 YEAR.**

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

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

*Nays: None*

**MOTION CARRIED**

**11a2 Appointment of Committees**

Judy Lindstrom announced that there will be an appointment of committees for the 2021 term. New appointments to committees will start January 1, 2022 and Joan Luksik will work on this.

Art Committee

Advocacy Committee

Building and Grounds Committee

Cranbrook, DPL, Troy Committee

Development Committee

Finance Committee

Friends of the Library Liaison Committee

Investment Committee

Jeanette P. Myers Scholarship Selection Committee

Personnel/Director Evaluation Committee

Policy Committee

**11b COVID-19 Vaccination, Testing, and Face Covering Policy**

On November 4, 2021, the Occupational Health and Safety Administration (OSHA) released the details of an emergency temporary standard (ETS) for a federal vaccine mandate. This ETS applies to employers with 100 employees or more. Currently the Library employs 101 people.

The ETS states that employers may adopt a mandatory vaccine policy or implement mandatory weekly testing for employees. The library is implementing the latter; this gives employees a choice between getting a COVID-19 vaccine or undergoing weekly testing for COVID-19.

The policy defines the procedures for employees to report their vaccination status, states the date by which employees must be fully vaccinated, and defines what the employee must do if they choose to not get vaccinated, or have requested a medical or religious exemption from being vaccinated. The ETS requires employers to provide support for employees who choose to get vaccinated in the form of some paid leave for specific reasons – that is also outlined in the policy.

The COVID-19 Vaccination, Testing, and Face Covering Policy must be reviewed and approved by the Library Board of Trustees. The ETS went into effect on November 4, 2021 and gives employers 60 days to come into compliance. Thank you for your review and feedback of this policy.

If you approve of the policy as presented, the following motion will be needed:

**ACTION:** I move to approve the COVID-19 Vaccination, Testing, and Face Covering Policy for Bloomfield Township Public Library as presented effective November 16, 2021.

The Board discussed that the OSHA ETS has been suspended by the 5<sup>th</sup> Court of Appeals, but that we may want to proceed as if it will move forward. Director Moon proposed tabling a decision until the December Board meeting. Dani Gillman asked if there are preparations that need to be put into place. Tera said that most preparations have already been made, so we are already in good shape. There was some discussion as to whether volunteers need to be included as well. Tom and Grant discussed whether the Library should consider mandating vaccinations. There was some discussion as to whether the Library can or cannot mandate vaccinations and/or testing without the OSHA ETS, like private companies, as well as state and federal employees.

Dani asked if we will move back in the reopening phases if the numbers keep rising. Tera feels it would be difficult to pull services back, but we could require masks. Judy Lindstrom noted it would be difficult for staff to enforce masking. Tera intends to ask the Metro Net directors if they are going to change course. Dani discussed concerns around gatherings for Thanksgiving. She also mentioned that the Library serves many children and seniors and that we need to do whatever we can to keep serving these more vulnerable populations.

*Upon discussion, the Library Board agreed to table this decision until the December 21 Board Meeting.*

## **12. Discussion of Items Removed from the Consent Agenda**

Grant requested that “**Items 7b Revenues/Expenditures Budget Report and 7c Energy Report**” be further discussed. He wanted to comment on the difference in the meeting room reservation rates between September and October, stating that it gives you a feeling for the importance of our facilities, based on the backlog of patrons who wanted to rent rooms for meetings. Grant also commented on the water usage analysis. Last year’s usage was a lot different than this year. Rainfall and facilities usage can make a big difference.

Upon discussion, a motion was made by Grant Gerhart, seconded by Sandy Edwards, **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDA.**

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

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

*Nays: None*

**MOTION CARRIED**

### **OTHER:**

Sandy Edwards reported on the Friends meeting on Friday, November 3. In October, The Library Shop books and media sales earned \$3900. The November Second Saturday Sale earned \$5390, an all-time high. The Friends bought new easels and book stands to show off their wares. They are still working with the Pontiac schools to provide donations of used materials that did not sell. A wish list will be presented at the December meeting. Dani Gillman added the Friends of Libraries Week was a few weeks ago. The next Friends meeting will be on December 1.

Director Moon led a discussion on whether the Library should host the Chamber Music Concert on Friday, November 19 in light of the uptick in Covid cases in Michigan. The concerts usually draw about 130-200 attendees, which would make it very difficult to socially distance. The Library has advertised that masks are required for the event. Judy Lindstrom asked how we would communicate the cancellation and how soon we could do this. Tom Deska recommended communicating the reason for cancelling. The Board agreed that the Library has their support to cancel the Chamber Music Concert.

Director Moon led a discussion on whether or not to hold the Holiday Party. Invitations have already been sent to staff and the Library Board. Most board members were planning to attend. Staff have many concerns and only 20 people have RSVP’d yes, and there is a 75 person minimum at the Iroquois Club. The actors can be rescheduled over the next year; the Iroquois Club may require negotiation. The Board agreed that the Library has their support to cancel the Holiday Party. Judy Lindstrom recommends still giving a special holiday gift or treat to the staff. Sandy Edwards volunteered to chair an ad hoc committee to come up with a treat for staff, along with the SOC. The Library Board extends heartfelt thanks to the SOC for all their hard work.

The next regular board meeting is Tuesday, December 21 at 7:00 p.m. Topics include committee appointments, PA 152, and the director’s evaluation.

At 8:24 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

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

Sandra Edwards, Secretary