

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 21, 2021

At 7:01 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Joan Luksik.

Trustees Present: Tom Deska, Sandra Edwards, Grant Gerhart, Dani Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: None

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

Guests: SOC representative and Circulation Clerk Daniella Bryant

Joan Luksik requested **Item 7c Natural Gas Analysis Minutes** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom 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: 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 Joan Luksik commented on "the Year in Search," a supplemental magazine that was included in the *Detroit Free Press* about various internet searches. Many of these were related to the pandemic and "volunteer opportunities" was a popular search. "Vaccination volunteer" was the most popular search and "library volunteer" was the second most popular. Despite this popularity, Volunteer Coordinator Marty McGee reported a shortage of volunteers in the

Library Shop. The Friends have strong support in volunteers for sales and sorting.

DIRECTOR'S VERBAL REPORT:

Director Moon thanked the Board for the wonderful treats they gave to staff as thanks for all they have done for the community in 2021. The Cash Disbursements were not included in the Board Packet but were distributed to the Board in their grey folders. The winter newsletter arrived in the mail on the regular quarterly schedule for the first time since the pandemic. She thanked Assistant Director Katherine Bryant for coordinating this.

Director Moon shared additional information on the LED lighting. The current table lamps in Adult Services could not be retrofitted with LED bulbs and remain UL listed. Director Moon worked with Geraldine Drake to select lamps that are very similar to the current design with improved functionality that includes an outlet plug and a USB port. Work will be done through Rewold and Summit to get these ordered and installed. This is in the contingency part of the budget for this project.

The Community Quilt Reception on Saturday, December 11 was a great success. The quilt, which was on display in the Board Room during the meeting, received admiration from the Board for the design of the quilt as well as that of the information brochure. Youth Services Librarian Nicole Gillies designed the quilt. Adult Services Assistant Department Head Brooke Hoskins and Administration Clerk Amberrose Hammond designed the brochure. The final display location for the quilt is being considered, but it is temporarily on a mobile display stand near the Commons.

Systems Department Head Joan Wu is retiring at the end of year after 17 years of service. Systems Specialist Paul Zink will handle most issues while the vacancy is filled, but he will be taking three weeks for paternity leave. TLN (The Library Network) has been hired to assist with network support after Joan's retirement. The Library buys software and other technology services from TLN and they are familiar with Bloomfield Township Public Library. January 7 is Joan's last day. Marian Rafal's retirement will be celebrated with an open house on Wednesday, January 19 from 2-4pm in the Community Room. This will be open to the public. Marian has been at the Library for 41 years.

The Bay Area Panthers offensive lineman Jeremy Hickey recently partnered with Bloomfield Township Public Library to supply children's books to a special education classroom at Lone Pine Elementary School. Mr. Hickey, a Bloomfield Hills resident, is sponsoring the classroom for his 2021 holiday charitable giveback.

Mr. Hickey visited the Library on Friday, December 10 to pick up the donated boxes of books and meet the Youth Services staff. The books will help build the Lone Pine Elementary

classroom's reading nook, which helps get books out into the community and expand the Library's outreach.

Upon discussion, a motion was made by Grant Gerhart 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:

Daniella Bryant reported that the SOC has nothing to report. They are hopeful that there will be Library Holiday party in 2022. All the event plans were able to be transferred towards that.

UNFINISHED BUSINESS:

10a. 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.

There was a review and discussion of the policy at the November 16, 2021 monthly meeting. At that meeting, after vigorous discussion about the many legal challenges facing this ETS, it was decided to not adopt the policy until the future of the ETS is more clear. On Friday, December 17, the legal stay was dissolved and OSHA advised employers to move toward

compliance with this ETS. The Library is prepared to comply with the ETS. Adoption of a policy is the only outstanding item. Administration recommends adopting the policy at this time. OSHA has extended the deadline to be in compliance to February 9, 2022.

Upon discussion, a motion was made by Sandy Edwards seconded by Judy Lindstrom, **TO APPROVE THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY VACCINATION, TESTING, AND FACE COVERING POLICY.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

NEW BUSINESS:

11a. Appointment of Committees

President Luksik announced that there will be an appointment of committees for the 2022 term. All trustees will remain on the Committees that they had been assigned to.

Art Committee – Dani Gillman and Judy Lindstrom

Advocacy Committee - Sandy Edwards and Judy Lindstrom

Building and Grounds Committee - All

Cranbrook, DPL, Troy Committee – Grant Gerhart and Joan Luksik

Development Committee – All

Finance Committee – Tom Deska and Joan Luksik

Friends of the Library Liaison Committee – Dani Gillman and Sandy Edwards

Investment Committee – All

Jeanette P. Myers Scholarship Selection Committee – Tom Deska and Grant Gerhart

Personnel/Director Evaluation Committee – Sandy Edwards and Judy Lindstrom

Policy Committee – Grant Gerhart

11b. Bank Signatories

With the recent changes in the Library Trustee Officer positions and the Library Assistant Director position, a resolution to approve a change in bank signatories is needed. 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:

Joan Luksik, Trustee/President

Judy Lindstrom, Trustee/Secretary
Tera Moon, Library Director
Sandra Bird, Finance Coordinator
Katherine Bryant, Assistant Library Director
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 Dani Gillman seconded by Tom Deska, **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE DECEMBER 21, 2021.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c. PA 152

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs, however (1) the hard cap option or (2) the 80/20 option are the only options the Library Board may select.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, because it provides a slightly lower health care cost for library employees. The Personnel Committee supports this recommendation also.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart, **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2022.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11d. Director's Evaluation Process

December is traditionally the time of year when the Personnel Committee requests the Board's input on the Library Director's performance during the past fiscal year. The evaluation process will begin with a report from the Library Director to the Board summarizing her activities during 2021. The report, as well as the Director's evaluation form, will be sent in early January.

The Personnel Committee will then use the Board's input to complete the Library Director's performance evaluation, share the results, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 15, 2022 Library Board meeting.

It is anticipated that the Director's report will provide information that will assist in the evaluation process and guide the development of goals for the next fiscal year.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik requested that "Item 7c Natural Gas Analysis Minutes" be further discussed. She was curious about why the gas bill was double what it was in November 2020. Director Moon will have to investigate and give more information in the future.

Upon discussion, a motion was made by Judy Lindstrom, 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, Gillman, Lindstrom, and Luksik

OTHER:

Director Moon inquired if the Trustees had seen the Community Room Chairs. Preferred chairs were discussed. The chairs will not have arms because they will need to stack, and the arms make them heavier.

There was a resolution for Marian Rafal which was shared with the Board and read aloud.

Sandy Edwards reported on the Friends meeting on Wednesday, December 1. Bob Schnorbus has resigned as Treasurer but will continue to volunteer as a book sorter. Memberships are up and outreach was reported on. Director Moon presented a Wish List, the first since shortly after the Pandemic began. The Annual meeting will be on Wednesday, May 11 and they are hopeful it will be in person with lunch and a guest speaker. The next Friends meeting will be on January 5, 2021.

Sandy Edwards also shared a checkout slip from another library that includes amounts saved on the receipt, which is likely the value of items borrowed. This was thought to be a good promotional tool for the millage.

At the end of November, Youth Services had a blanket making kit. All the kits were claimed quickly, but the librarian provided the instructions to Sandy Edwards. Trustee Dani Gillman said she also got a kit which she enjoyed with her family.

Judy Lindstrom thinks the entrance urns are beautiful and she wished everyone happy holidays.

Director Moon shared a handwritten poster from a Bloomfield Township subdivision thanking the staff. Another patron brought very beautiful cookies. Patrons have been very generous in thanking staff through the holidays.

Grant Gerhart expressed thoughts about the Library newsletter, particularly extra features that could be helpful to understand library services and improve outreach.

Tom Deska caught an NPR roundtable discussion on 1A about the role of libraries today. This article will be shared with the Trustees and Ambassadors.

Tom Deska recently was asked about a food program in cooperation with Trader Joe's. There were queries about what happened to this and Director Moon will investigate.

Dani Gillman reported that New York public libraries removed their fines and fees and noticed that Baldwin Public Library has also done this. She wondered if this is a trend and perhaps should be discussed at some point by the Trustees.

The Board of Trustees went into a closed session to discuss a personnel matter at 8:06 p.m. At 8:12 p.m. the Board returned to regular session.

The next regular board meeting is Tuesday, January 18 at 7:00 p.m. Fines and Fees will be discussed. There will be an annual OPEB Trust meeting with Schwartz and Co.

At 8:14 p.m. President Joan Luksik adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom". The signature is written in black ink and is positioned to the right of the "Submitted by:" text.

Judy Lindstrom, Secretary