

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, March 15, 2022

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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 Joan Luksik.

Trustees Present: Grant Gerhart, Danielle Gillman, Judy Lindstrom, Joan Luksik, and Shane Spradlin

Trustees Absent: Tom Deska

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

Guests: Daniella Bryant, Circulation Clerk and SOC representative

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Upon discussion, a motion was made by Grant Gerhart and seconded by Judy Lindstrom **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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

*Ayes: Gerhart, Gillman, Lindstrom, Luksik, and Spradlin*

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Joan Luksik welcomed Shane Spradlin to his first board meeting and swearing in. She recently discovered a copy of a *Wall Street Journal* article from many years ago. It rated occupations on a civility scale and the top occupation was librarian. "Certainly, our staff and our librarians are very civil."

**DIRECTOR'S VERBAL REPORT:**

Director Moon also welcomed Shane Spradlin to the Library Board. She expressed her pleasure at his joining the Library team and said she is looking forward to his participation.

She is pleased to report that Paul Zink is now the new Systems Department Head. He has been employed at Bloomfield Township Public Library for over four years, initially being hired to design the Library's website. He comes with a wealth of experience from previous libraries.

The LED lighting project is now in the phase where lights are being programmed. Overnight work on relay panels was installed. There have been a couple of glitches: a circuit in Youth Services failed and lights are connected in unexpected ways which caused some inconvenience on Saturday afternoon when a group in the Community Room tried to view a presentation projected onto the screen but when they turned off the lights in that room, all the lights from there to the Commons went off. This is

temporary as the issues are being worked out. This week Gasser Bush will work with Joel to program the controls including the occupancy/vacancy sensors. New lamps will be ordered for the tables in Adult Services.

The “Tell Us a Story” photo contest reception is Saturday April 9, 2:00 – 4:00 p.m. The panel of judges that have voted for the previous five contests have returned: Nancy Kulish, Laurie Tennent, Eric Keller. Public voting will go up next week. Assistant Director Katherine Bryant shared that the contest closed Sunday night. 27 photographers (6 children, 5 teens, 16 adults) submitted 47 photos. Public voting for the people’s choice award will be live for two weeks.

The Library is hosting a story time with Pat Watson, Superintendent of Bloomfield Hills Schools, which provides preschool age kids and their families an opportunity to get to know the schools. A therapy dog will be there. Bloomfield Hills is handling registration and PR.

### **REGULAR AGENDA:**

#### ***Call to the Public:***

Daniella Bryant, SOC representative, reported on the incoming SOC: two are remaining (Laura Kraly and Daniella) and Lindsey Block will join for the new fiscal year. They look forward to having a more fabulous year as the pandemic shifts to allow safer in-person celebrations.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### **11a. FY 2021/2022 Amended Budget and FY 2022/2023 Proposed Budget**

Director Moon presented the proposed balanced budget that includes the FY 2021-2022 amended budget and the FY 2022-2023 proposed budget for the Board’s review. The fiscal plan projects the anticipated operating expenditures that are balanced with the projected operating revenues and includes a plan for the Library’s capital improvement needs for the next seven years.

The Library continues to be in very sound financial condition with revenues exceeding expenditures. This allows the Library to continue to increase the capital improvements funding for necessary projects such as parking lot repairs and addressing the storm water problems.

As in past years, the proposed Gift Fund budget does not assume revenue from gifts but does include the Myers Scholarship payout from the Community Foundation of Southeast Michigan (CFSEM) and a small amount of investment earnings. Expenditures are budgeted based on purchases made within the current fiscal year and gifts rolled over from the previous year. It is assumed all gifts will be spent during the year.

A copy of the proposed General Fund and Gift Fund Estimated budgets for fiscal year April 1, 2022 – March 31, 2023 is available at the Library’s Welcome Desk for public review.

Included with the budget document are General Fund and Gift Fund budget resolutions in support and maintenance of Bloomfield Township Public Library and are needed to adopt the budget at the March 15, 2022 regular library board meeting.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$8,386,949 REVENUES  
\$10,251,662 EXPENDITURES

- FUND BALANCE RESERVES SHALL BE DECREASED BY: \$(1,864,713) NET REVENUE/EXPENDITURES.

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE PARKING LOT/STORM SEWER MITIGATION PROJECT.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, 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.

\$7,956,829 REVENUES  
\$10,423,417 EXPENDITURES

FUND BALANCE RESERVES SHALL BE DECREASED BY:

\$(2,466,588) NET REVENUE/(EXPENDITURES)

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: Gerhart, Gillman, Lindstrom, Luksik, and Spradlin*

*Nays: None*

**MOTION CARRIED**

Upon discussion, a motion was made by Dani Gillman, seconded by Judy Lindstrom TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2022 - MARCH 31, 2023, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:

\$700 Revenues  
\$162,195 Expenditures

TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, 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.

\$45,534 Revenues  
\$207,029 Expenditures

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

*Ayes: Gerhart, Gillman, Lindstrom, Luksik, and Spradlin*

*Nays: None*

**MOTION CARRIED**

Director Moon went into further detail of explaining aspects of the budget. The Board discussed some further aspects of the budget.

**OTHER:**

Judy Lindstrom inquired about the entrance urns and when they will be transitioned from winter to spring.

Trustee Dani Gillman reported on the Wednesday, March 2 Friends Board Meeting. The Friends were unable to hold their December and January sales. They held a special sale on February 19 and raised \$4,755.90. A sophomore named Tage Smith has been collecting books and donating them to an adopted classroom in Detroit. This story was covered in the *Birmingham Bloomfield Eagle*. Because the Friends did not have sales for a couple of months, they had an abundance of books and were able to donate 30 boxes of books to various places in the greater community. The Friends' next meeting is April 6 at 11:00 a.m. \$5464.00 raised at the recent March 12 book sale.

The next Library Board Meeting will be Tuesday, April 26 at 7:00 p.m.

At 7:54 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