

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

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

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: Tom Deska, 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: Amanda Carroll, SOC representative and Youth Services Intern

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

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 Joan Luksik wanted to tell everyone to be safe with the upcoming weather, which may include rain, flooding, and snow. She speculated that it may affect the Library being able to remain open.

DIRECTOR'S VERBAL REPORT:

Director Moon announced that Jen Taggart is the new Youth Services Department Head. Jen has been the Assistant Department Head for 11 years and was a Youth Services librarian before that, working with the Library around 21 years. She is nationally known for her work in making library collections and services more accessible and inclusive. The Library is incredibly fortunate to have Jen's leadership and talents on the team. She officially starts as Department Head on Monday, February 21 and her first priority is to hire an Assistant Department Head.

Technical Services has a new Assistant Department Head: Deb Smith. Deb has worked at the Library for 18 years mostly in Circulation as one of three full-time staff. Deb got her MLIS a few years ago. Director Moon declared she couldn't be more thrilled that Deb has moved into this position. This creates an opening for a full-time Clerk in Circulation.

Director Moon is still working on hiring a new department head in Systems. Interviews for this are next Thursday. She hopes to have that position filled by mid-March. This position requires a Master of Library Science.

She updated the board on the Trustee vacancy. PR items were shared in the Board packet about the opportunity. A binder was given to each trustee with the applications. 12 residents applied for the position. Interviews will take place on Friday, March 4.

An Open Meetings compliance update was provided: in 2021 an update was made to the open meetings act that says:

A public body may only permit a member of the public body to participate electronically due to military duty or a medical condition. Furthermore, a public body may only conduct electronic meetings "during the occurrence of a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public if the meeting were held in person. Therefore, joining meetings via phone or Zoom is no longer allowed. Reminder that four is a quorum.

Director Moon reminded the Board that Thursday, March 10 at 11 a.m. is a special board meeting where a budget study session will be conducted.

The Winter Reading challenge provided the community with an opportunity to up their reading game and maybe even a diversion from the demands of everyday life. This year's winter reading challenge was more successful than ever before. These statistics were shared:

It ran 12/20/2021 to 1/31/2022
251 registrants compared to 157 last year
Youths: 176
Teens: 12
Adults: 63

Last year:
Winter "Incredible Journey" Challenge (1/1/2021 to 3/20/2021): 157 registrants
Youths: 82
Teens: 7
Adults: 68

From the father of one of the teen winners: "Thanks so much! He is very excited and picked the prize up this afternoon as soon as he heard. 😊" (The winner was contacted at 2:30 p.m. and he picked it up around 4 p.m. that day.)

From one of the adult winners: "OMG. I'm so excited (had just about lost hope). Thank you for brightening my busy chore day!"

REGULAR AGENDA:

Call to the Public:

Amanda Carroll, representing the SOC, reported that the SOC meeting was held today and gave updates on staff morale boosters.

UNFINISHED BUSINESS:

No Unfinished Business

NEW BUSINESS:

11a. Grounds and Snow Removal Services Bid Award

On November 17, 2021, a request for proposals (RFP) for grounds maintenance and snow removal services for the Library was released with a deadline of December 17, 2021. Three companies participated in the walk-through held on December 1, 2021 at the Library: Great Oaks Maintenance, Johnson Landscaping, and Xpert Lawn and Snow. Great Oaks Maintenance and Xpert Lawn and Snow submitted bids by the deadline.

Grounds maintenance services required in the Library's RFP include lawn cutting, lawn fertilizing, and weeding of tree beds. The Library will continue contracting with American Lawn and Tree Arborists for care and maintenance of trees on library grounds. Likewise, because garden maintenance and design has been provided by Goldner Walsh for many years, the Library is choosing to continue contracting with Goldner Walsh because the high level of quality of service provided.

A thorough review of both bids was conducted by Assistant Director, Katherine Bryant and Facility Services Department Head, Joel Dion.

Great Oaks Maintenance provided a complete proposal package, which included detailed snow removal and lawn fertilization plans, as well as options for both mulch installation and mulch removal. Mulch removal may be preferred as American Arborists continue resolving the tree root girdling issues on the Library campus. Great Oaks' bid was higher than Xpert's by less than \$1,000. Great Oaks' references were very positive and came from firms with large, complex properties. One reference has worked with Great Oaks for over 20 years as their main provider and considers their work "excellent overall" with issues "few and far between." Another reference said the company requires very little effort on his part and that he feels "very fortunate to have them." Further, Great Oaks has reliably provided satisfactory grounds maintenance and snow removal services at the Library for the past three years.

Xpert Lawn and Snow also provided a proposal package detailing snow removal and grounds maintenance plans and an extensive equipment and reference list. Xpert did not provide a lawn fertilization plan and upon request explained that this would be subcontracted at an additional cost. Xpert's references were not positive. One reference said they have "noticed a bit less consistency in service and response time in the last year." Another said, "overall, the company does not provide quality service." And a third noted errors in their accounting practices.

Therefore, Administration and Facility Services recommends that the bid for Bloomfield Township Public Library lawn maintenance and snow removal services be awarded to Great Oaks Maintenance beginning on April 1, 2022.

Upon discussion, a motion was made by Grant Gerhart seconded by Tom Deska **TO APPROVE AWARDING THE 2022 GROUNDS MAINTENANCE AND SNOW REMOVAL BID TO GREAT OAKS MAINTENANCE, 28025 SAMUEL LINDEN CT, NOVI, MI 48377**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

Joan Luksik shared a resolution for Sandy Edwards, which was read by Judy Lindstrom.

WHEREAS, *Sandy Edwards has served as an active and dedicated Trustee on the Bloomfield Township Public Library Board since her appointment in May, 2017 and*

WHEREAS, *She has been successfully re-elected by the Bloomfield Township electorate to continue to serve our community as a Library Board Trustee in the election held in 2020; and*

WHEREAS, *Sandy has made countless contributions by participating on these Library Committees: Building and Grounds, Development, Finance, Friends of the Library Liaison, Jeanette P. Myers Scholarship Selection, Personnel, and Policy, and serving as the Library Board Secretary and Vice-President; and*

WHEREAS, *The wisdom and foresight she dedicated to every project greatly enhanced the Library, which includes beginning the Ambassador Committee; and*

WHEREAS, *During Sandy's term as Trustee, she has skillfully assisted the Library and fellow Trustees with her thorough research and boundless enthusiasm; now, therefore, let it be*

RESOLVED, *The Bloomfield Township Public Library Board of Trustees commends and expresses its sincere appreciation to Sandy Edwards and offers heartfelt thanks to her for her devoted service to the community as a valued Library Trustee.*

A motion was made by Grant, seconded by Judy Lindstrom **TO ACCEPT THE RESIGNATION OF SANDY EDWARDS.**

A vote was taken for approval of the motion.

Ayes: Deska, Gillman, Gerhart, Lindstrom and Luksik

Nays: None

MOTION CARRIED

There was discussion of the Library flag needing repair.

Dani Gillman reported that the Friends cancelled the second Saturday Sale, and they chose to reschedule the sale to be this coming weekend, Saturday, February 19. There was discussion of a poster to promote the Friends' gifts. The Friends were able to donate 30 boxes of Children's books to other places in the Metro Detroit area.

Upon discussion, a motion was made by Joan Luksik and seconded by Judy Lindstrom **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

A vote was taken for approval of the motion.

Ayes: Deska, Gillman, Gerhart, Lindstrom and Luksik
Nays: None

MOTION CARRIED

The Board of Trustees went into a closed session at 7:37 p.m. Trustees discussed the comments they submitted as part of the Library Director Evaluation process. Additional comments were made and noted.

At 7:57 p.m., Director Moon was invited to join the closed session. Library Board President Joan Luksik informed her that a contract renewal and salary increase was agreed.

A formal motion approving a contract renewal and increase in compensation will be made in open session.

At 8:03 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Tom Deska and seconded by Judy Lindstrom **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT FOR THE APRIL 1, 2022-MARCH 31, 2023 FISCAL YEAR.**

A vote was taken for approval of the motion.

Ayes: Deska, Gerhart, Gillman, Lindstrom and Luksik
Nays: None

MOTION CARRIED

The next regular board meeting is Tuesday, March 15 at 7:00 p.m.

At 8:04 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