

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, May 17, 2022, 7:00 p.m.

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, Joan Luksik, and Shane Spradlin

Trustees Absent: Tom Deska and Judy Lindstrom

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

Guests: Lindsey Block, Administration Clerk and Staff Organization Committee (SOC) representative; Adult Services Librarian Drew Heuser and Youth Services Librarian Patricia Ballard; Alysa Shi, Cranbrook High School Student

Shane Spradlin requested **Item 7a** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Shane Spradlin and seconded by Dani Gillman **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: Gerhart, Gillman, Luksik, and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Joan Luksik observed that the trees are becoming so green, there is a green agenda, and a green light for the summer. "I think the library and all of us are in for a great summer and great things ahead."

DIRECTOR'S VERBAL REPORT:

Director Moon reported that the Bloomfield Historical Society held a Local History/Local Resources program at the Library on April 24. This was their second program since the pandemic hiatus. A crowd of 60 listened to Linda Solomon, a nationally known photographer of celebrity portraits.

The annual Staff Development Day was held on Friday, May 6. Assistant Director Katherine Bryant planned an engaging day of learning and activity. The speakers from Michigan Roundtable for Diversity and Inclusion were the main speakers and joined via Zoom. The main session topic was "The DNA of DEI [diversity, equity, and inclusion]" and staff learned more about being more inclusive as individuals and an organization. The afternoon featured a report

from the SOC, as well as breakout sessions and department meetings. Director Moon expressed her thanks “for supporting this day of closure so we can learn together.”

Lori Smith-Hoogasian won the first ever Carol Mueller Leadership Award. She was nominated for her behind-the-scenes work in Technical Services that makes the items in the library’s collection “discoverable” in the catalog. It’s a testament to her leadership and talent that she was nominated while still holding the position of Assistant Department Head before her promotion to Department Head. She was presented with a certificate and a check on Staff Development Day.

Facilities Department Head Joel Dion is scheduling parking lot repairs. In the future, extensive parking lot repairs are needed as well as possible renovations to the retention pond underneath the parking lot. That is dependent on the independent investigation of the storm sewer system. For now, some necessary repairs must be handled such as fixing potholes, broken surfaces, and sunken areas. These repairs will occur between now and July 4th. On July 3 and 4, when the Library is closed for the July 4 holiday, the parking lot will be completely closed in order to be resealed and restriped to accommodate accessible parking spots for staff.

There is now a new report towards the end of the board packet called “Marketing Report.” Assistant Director Katherine Bryant created this report to update the Board on the library’s marketing efforts. She will write this report each month, which includes statistics about the social media platforms and both the print and electronic newsletters. Additionally, press items featuring the Library are included in the Board packet. Director Moon expressed her thanks to Katherine Bryant.

Director Moon also thanked the Friends of the Library for the approval of the Wish List for a total of \$25,105. Items include water bottle hydration stations, entrance flower arrangements, Apple pencils, podcasting equipment, and books for groups and more.

She introduced Adult Services Librarian Drew Heuser and Youth Services Librarian Patricia Ballard who talked about summer at the Library, which will take place June 21 – July 31. The Adult, Teen, and Youth programs will use the same system, Beanstack, to log reading. The theme is “Oceans of Possibility” with books for participants provided courtesy of Friends of the Library. There will be programs outside, weather permitting. Programs include cartoon drawing, yoga, spa science, and more. There is lots of outreach to promote this program, including school visits. Adult Services will have a walking trivia course, weekly prizes, and programs including painting with Mr. Bob Ross, speed-dating with a book, craft opportunities, and more.

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: Gerhart, Gillman, Luksik, and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Lindsey Block, SOC representative and Administration Clerk, greeted everyone. She is the newest SOC member and will be serving as secretary. The SOC will be having a Plant Friend Fundraiser, with seedlings, cuttings, and “pups” donated by staff. Staff in want of plants will donate money to benefit the SOC.

Alysa Shi, Cranbrook Student, will be volunteering at the Library this spring and mentored by Adult Services Librarian Karrie Yukon. Senior students volunteer to experience an in-depth exploration of projects, a library tour, and meeting everyone around departments.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a Cranbrook, Detroit Public Library, and Troy Public Library Agreements

The Library has three agreements with libraries outside of the TLN network: Detroit, Troy, and Cranbrook. These special agreements with other libraries continue to be very worthwhile to Bloomfield Township residents and to Cranbrook students and faculty, Detroit Public Library patrons and Troy Public Library patrons. Each organization has very different resources to offer the community and vice versa, to the benefit of both sides.

Director Moon worked with leaders at all three organizations to confirm renewal of these contracts. As of the writing of this memo Detroit Public Library and Troy Public Library Directors support renewing these agreements without changes.

Detroit Public Library Director Jo Anne Mondowney supports renewing the agreement between Detroit Public Library (DPL) and Bloomfield Township Public Library. While a small number of Bloomfield Township residents use the DPL collections and services such as the Burton Historical collection, there are no other sources for this information. Without this agreement, Township residents would be charged a \$100 nonresident fee. From April 2021 through March 2022, 61 DPL cardholders borrowed 679 items.

The Troy Public Library has a new Library Director, Emily Dumas. She agreed that both communities benefit from this agreement and recommend continuing the current agreement. For some Bloomfield Township residents, Troy Public Library is closer to their homes. Also, Troy Public Library offers some interesting collections and services not offered at Bloomfield Township Public Library, such as Experience Kits and a children's technology farm. 386 Troy Public Library patrons borrowed 2,486 items from Bloomfield Township Public Library last year.

Bloomfield Township residents borrowed 1,668 Cranbrook Passes between April 1, 2021 – March 31, 2022. These passes provide access to Cranbrook's Natatorium, Institute of Science, Art Library, Art Museum and House and Gardens at no charge. Township residents are pleased to have access to these wonderful facilities. During this same time, 1,835 library items were borrowed by 227 Cranbrook students and faculty.

Cranbrook students and faculty registered at Bloomfield Township Public Library are permitted to borrow up to 99 items and use library study rooms.

Updated agreements between Cranbrook Educational Community, Detroit Public Library, Troy Public Library and Bloomfield Township Public Library follow this memo. New dates for each agreement are the only proposed changes from the previous agreements approved in 2019. The Cranbrook, Detroit Public Library and Troy Public Library Committee Trustees support Director Moon's recommendation to approve these special agreements.

Upon discussion, a motion was made by Dani Gillman and seconded by Shane Spradlin **THAT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RENEW THE AGREEMENTS WITH THE DETROIT PUBLIC LIBRARY AND TROY PUBLIC, AND THE CRANBROOK EDUCATIONAL COMMUNITY FOR A THREE-YEAR TERM AS STATED IN THE AGREEMENTS.**

*A vote was taken for approval of the motion.
Ayes: Gerhart, Gillman, Luksik, and Spradlin
Nays: None*

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Trustee Shane Spradlin had inquiries about the check register in section 7a. He wanted to know about the companies the checks were made to and what services were provided for the Library and at what frequency.

Assa Abloy is a vendor that repairs door mechanisms; American Pest is doing intensive tree maintenance involving root girdling; Doeren Mayhew is providing temporary accounting services while we search for a new Finance Coordinator; Encyclopedia Britannica provides databases and books; Frank Rewold & Sons manages the LED project; Innovative Interfaces is the vendor for our Integrated Library System; Midwest Tape is a vendor of DVDs and Hoopla, the online resource for streaming media; Zoobean is the vendor that makes Beanstack, the software that manages the summer reading program.

Other questions were raised about circulation statistics, the door gate count, and meeting attendance records. Director Moon will research the Open Meeting Act minutes reporting requirements for reporting Trustee attendance at meetings.

Upon discussion, a motion was made by Shane Spradlin **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

*A vote was taken for approval of the motion.
Ayes: Gerhart, Gillman, Luksik, and Spradlin
Nays: None*

MOTION CARRIED

OTHER:

The May 3 Ambassadors Group Meeting was discussed. The Ambassadors and Trustees reviewed the Strategic Plan. The Ambassadors shared their background information and provided good comments. Some that were unable to attend did contact Director Moon to share ideas.

Trustee Dani Gillman reported on the Friends of the Library Annual Meeting on Wednesday, May 11 in the Library Community Room. This was the first in-person Annual Meeting in two years and was well attended. Elections were held with Kathy Connor for President, Glenda Bard for Vice President, Nancy Lambert for Secretary, Kim Hoke for Treasurer, Elaine Johnston for Corresponding Secretary. Richard Lambert, Cathy Ranke, Linda Saukkonen, Ann Pohl continue on the board and newly elected board members Diane Hied and Russell Conner will be joining. Kim Hoke was recognized for her service and commitment to the Friends. Adam Oster, Community Engagement Librarian, was the speaker from the Library of Michigan. He shared about the history and services of the Library of Michigan. He reported about this year's Michigan Notable Books as well as previous winners. The Library of Michigan gave recognition to Bloomfield Township Public Library on social media after the meeting. \$5,400.98 was earned at the May Second Saturday Sale.

An inquiry was made about a comment in the pass-around folder, regarding limitations on the use of meeting rooms per group. The meeting room policy was discussed. Consideration will be given for revising that policy after more information is gathered and shared with the Library board.

The next Library Board Meeting will be Tuesday, June 21 at 7:00 p.m. The Strategic Planning bid will be awarded at that meeting.

At 8:06 p.m. President Joan Luksik adjourned the meeting.

Submitted by:

A handwritten signature in black ink that reads "Grant Gerhart". The signature is written in a cursive style with a large initial 'G' and a long, sweeping tail on the 't'.

Grant Gerhart, Vice President