

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 21, 2022, 7:00 p.m.

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: Grant Gerhart, Judy Lindstrom, Joan Luksik, and Shane Spradlin

Trustees Absent: Danielle Gillman

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

Guests: Daniella Bryant, Circulation Clerk and Staff Organization Committee (SOC) representative

Shane Spradlin requested **Items 7a, 7b, and 7c** be removed from the consent agenda for regular discussion. Joan Luksik also requested that **7a** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Shane Spradlin **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: Item 7a, 7b, and 7c**

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

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Joan Luksik reported that Tom Deska has resigned from the Board of Trustees. He is moving to Mason, Michigan, to be near his daughter. The board thanked him for his years of service on the Board and his great contributions, particularly the perspective gained from his business background and marketing ideas.

DIRECTOR'S VERBAL REPORT:

Director Moon announced that, as the board meeting is taking place, summer at the library is setting sail with the kickoff of the summer reading program. Last month, staff shared about the oceans of cool activities to encourage readers of all ages to explore the depths of reading. Waves of fun will wash over young readers who island hop around the Youth Department for treasure while they sign up for summer reading. For landlubbers, lawn signs are making a repeat voyage to a yard near you in Bloomfield Township. This year there will be a prize patrol visiting homes (that opt in) to deliver a special gift.

This year feels like summer reading of years' past, with a full calendar of activities and programs. The Library even has an after-hours concert planned for this Friday, June 24. Matthew Ball, a.k.a. the Boogie-Woogie Kid, will be playing his signature mix of boogie and blues at 7pm.

In 2018 Bloomfield Hills Schools approached the Library about being a reunification site for parents and students in the event of an active shooter incident or other crisis. The procedure had not been finalized, but it was put the test in December 2019 when a false active shooter alarm forced the evacuation of the High School. Two school officers have rekindled this conversation. Director Moon and Assistant Director Bryant met with Bloomfield Hills Schools Public Safety Officer Pat Sidge and Bloomfield Township Police Department School Security Officer Marisa Miller to finalize these plans. Such a situation would involve evacuating the Library of all patrons and allowing Bloomfield Hills Schools staff plus Bloomfield Township law enforcement to inhabit the library for several hours to coordinate reunification. This would ensure that only students and staff would be in the library which would alleviate confusion in the reunification process. Library staff would be responsible for clearing patrons from the building and then assisting school and law enforcement staff with getting around the building and possibly providing some administrative support. Director Moon is working with a library attorney to write a memo of understanding which outlines the library's role in such an event. Other community organizations have agreed to serve in such a capacity, such as Kirk in the Hills.

In August a new online tool will be unveiled for program registration, meeting room reservation, and online program calendar. The software is called LocalHop and there is much enthusiasm about it among staff. Currently staff are using a patchwork of different software to accomplish these goals. The current meeting room reservation software is at least 15 years old and cannot take credit card payments. LocalHop is a local company in Pontiac. This change should be a positive one for our patrons.

Director Moon requested the board meet on Thursday, August 4 for the preliminary 2023-2024 budget workshop.

Upon discussion, a motion was made by Judy Lindstrom seconded by Grant Gerhart to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

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

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Daniella Bryant reported that the Sunday, December 4 will be the Library Holiday Party, which has been confirmed.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Strategic Planning Consulting Services Bid

Assistant Director Katherine Bryant gave a review of the request for proposals process. On April 27, 2022, a request for proposals (RFP) strategic planning process consulting services for the Library was

released with a deadline of May 20, 2022. This request was posted on the Library's website, available at the Welcome Desk, and emailed to nine companies in Michigan and surrounding states. The RFP requested that bidders provide company information, references, strategic planning experience and approach, budget, and availability to meet the proposed timeline. Fast Forward Libraries, Midwest Collaborative for Library Services (MCLS), NEW, and ReThinking Libraries submitted bids by the deadline.

A thorough review of both bids was conducted by Library Director Tera Moon and Assistant Library Director Katherine Bryant. A bid analysis summary and the RFP document were made available for the Board's review and the four proposals received were available for their review at the Library Board meeting.

Fast Forward Libraries, led by Amanda Standerfer and supported by Cindy Fesemyer, also provided an impressive proposal, with extensive experience in public library strategic planning. They view libraries as learning organizations in a state of continuous improvement. They focus heavily on collecting surveys, data, community mapping, input sessions, and one-on-one interviews to inform the process. Library staff and trustees would be active participants of this process. Fast Forward Libraries has worked with libraries preparing for a millage campaign. They incorporate team building and change management into their work and were confident in working with a new Library Director and leadership team. The Fast Forward Libraries quote was the second lowest of all four bidders.

Therefore, Administration recommends that the bid for Bloomfield Township Public Library strategic planning consulting services be awarded to Fast Forward Libraries beginning on July 1, 2022.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Shane Spradlin **TO APPROVE AWARDING THE 2022 STRATEGIC PLANNING CONSULTING SERVICES BID TO FAST FORWARD LIBRARIES LLC, 712 ARLINGTON CT., CHAMPAIGN, IL 61820 FOR \$27,625 PLUS EXPENSES.**

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

MOTION CARRIED

11b. Meeting Room Guideline

At the May 17, 2022 Board Meeting, a patron complaint was discussed regarding non-profit organizations and the limitations of reservations. In this instance, it was the restriction on reserving a meeting room twice monthly, based on the Meeting Room Guidelines. These guidelines state "except for library and library-related programs, meeting rooms may not be reserved by a single group or individual more than six times in a year."

Based on considerations, including average use of the meeting rooms, the number of non-profits in the area, and the meeting room guidelines of other libraries, Administration recommends changing the meeting room reservation guidelines to permit up to 12 meetings per year for each group or individual, effective immediately. The current guidelines have been in place for 12 years and it was time to take a closer look at what is working and what could be improved. As Administration transitions to a new meeting room reservation system later this summer, guidelines will continue to be reviewed to ensure excellent customer service.

The board discussed this and supported the proposed change to the meeting room guidelines.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Shane Spradlin had inquiries about various companies receiving checks from the Library. These were: OrangeBoy, a firm that provides the email newsletter software with a product called Savannah; Flagstar Bank, through which some staff have credit cards for purchases; AeroFilter Inc., the HVAC service; Principal Life Insurance, which is a life insurance policy for part-time employees; Vigilante Security is the Burglar and Fire Alarm system; Aunalytics is a consulting firm that assists with IT Projects; Sentinel also assists with IT projects related to phone systems; Siemens is a contractor that supports the library's HVAC system. There were inquiries about the General Fund Budget and how the RBC Capital is invested in AAA bonds. The water analysis comparison was discussed, with mention of how last year in May the terraces were power washed, and it was a drier month, so the water bill was significantly higher. There are delays in billing from year to year, which can cause a variation. There was discussion of the self-checkout usage.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Grant Gerhart **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

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

MOTION CARRIED

OTHER:

Upon discussion, a motion was made by Judy Lindstrom, seconded by Shane Spradlin **TO ACCEPT THE RESIGNATION OF TOM DESKA.**

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

MOTION CARRIED

The interview date with the Trustee applicants will be confirmed and all applicants will be alerted of this date after their application is received. The attendant pieces are lined up and ready to post with July 6 as the deadline. Director Moon confirmed with Township Clerk Martin Brook that the new trustee will be on the board through 2024 because the filing deadline for the November election has passed. It is planned to have the new trustee sworn in before the July 19 meeting.

Judy Lindstrom expressed appreciation for the entrance urn but was concerned that the other four urns look stressed. She expressed interest in the other gardens.

Parking lot repairs were completed. This was a challenge on Thursday of last week, but everything went well.

The Board of Trustees went into a closed session to discuss a personnel matter at 7:48 p.m. At 8:32 p.m. the Board returned to regular session.

The next Library Board Meeting will be Tuesday, July 19 at 7:00 p.m. The annual report will be approved, and a new trustee will be sworn in at 6:30 p.m.

At 8:34 p.m. President Joan Luksik adjourned the meeting.

Submitted by:

A handwritten signature in black ink that reads "Judy Lindstrom". The signature is written in a cursive, flowing style with a prominent initial "J" and "L".

Judy Lindstrom, Secretary