

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 19, 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 Secretary Judy Lindstrom.

Trustees Present: Keith Carduner, Danielle Gillman, Judy Lindstrom, and Joy Murray

Trustees Absent: Joan Luksik and Shane Spradlin

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

Guests: Laura Kraly, Adult Services Department Head and Staff Organization Committee (SOC) representative; Simona Carduner, Bloomfield Township Resident

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

A vote was taken for approval of the motion.
Ayes: Carduner, Gillman, Lindstrom, and Murray
Nays: None
MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

Secretary Judy Lindstrom announced that there were new faces around the table. She introduced the new Trustees, Keith Carduner and Joy Murray. She expressed delight at their additional expertise and knowledge and said she looked forward to working with both. She shared the resolutions for retiring trustees Tom Deska and Grant Gerhart.

DIRECTOR'S VERBAL REPORT:

Director Moon welcomed the new Trustees as well. Four of the six Trustees have joined the board in the last two years. One of her most important roles is aiding the Trustees and helping them work together as a body to guide the Library to its brightest future. Keith and Joy will have an orientation to the library board next week. There have been many changes in the Library at all levels—from the Director to Pages, but particularly in library leadership which makes it an exciting new season.

Judy Lindstrom, Katherine Bryant, and Director Moon will be interviewing candidates for the Finance Coordinator position on Monday, July 25, 2022.

The very first meeting of the strategic planning team is on Friday, July 29 at 3pm—which includes board trustees Dani Gillman and Joan Luksik, as well as staff members from different roles in the

Library. The role of this team is to guide the strategic planning process. This meeting will kick off the process with Fast Forward Libraries. There will be four-hour retreat for the trustees on Tuesday, September 27.

The Myers Scholarship awards ceremony is scheduled for 6:30pm August 16, before the August monthly board meeting. The Myers family has said they are able to attend. Three awards will be given this year.

This morning Director Moon attended a new cohort of public library directors led by Kristin Fontichiaro, a clinical professor at the UM School of Information. The topic is "Impact, Communication, and Responsiveness In Times of Uncertainty." There are 25 directors from all over the state of Michigan included in this cohort and it will meet yearlong.

REGULAR AGENDA:

Call to the Public:

Simona Carduner, wife of Keith Carduner, expressed her appreciation for the presence of the Library in the community. She personally enjoys it as a meeting place for a social club to which she belongs.

Laura Kraly, representing the Staff Organization Committee (SOC) said this group serves as a conduit between the staff and Administration. Three people serve on the SOC which are nominated. They also recognize life events for the Staff. There was a taco Tuesday last week, sponsored by former trustee Sandy Edwards. Inspired by the plant exchange earlier in the spring, there will soon be a craft supplies exchange. Sunday, December 4 will be the Library Holiday Party for staff and their families, trustees, Friends, and volunteers. This will be a murder mystery at the Iroquois Club. The holiday party is made possible by a generous gift from the Friends of the Library.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. 2021/2022 Annual Report

Assistant Director Katherine Bryant created this years' Annual Report. This was a period of transition and change in many ways. Like the rest of the world, the Library worked to transition to a "new normal" as the COVID-19 pandemic affected every aspect of operations, including programming, collections, services, and facilities. The Library leadership team saw big changes, with new staff in the roles of Library Director, Assistant Director, and three Department Heads, as well as a new Trustee. Through it all, Library staff kept a focus on serving the Bloomfield Township community in new and innovative ways.

Examples were shared of some of the accomplishments of this past year. Director Moon expressed gratitude to the Library Board for their unwavering support, to the Friends for their generosity that helps the Library be so great, and to the amazing library staff who make it all happen.

During the last fiscal year, 314,153 items in the library's collection were checked out, including books, kits, DVDs, CDs, and one skeleton. There was a total of 594,879 items in circulation. The Library had 129,183 visitors and the 456 programs had 12,581 attendees.

The Annual Investment Report also was included for the board's review as required. This report compares the library's investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2021/2022 Annual Report will be posted on the Library website, printed for the public to take, and distributed to the Friends Board.

Many thanks to all Library Department Heads for submitting their summaries of the year's activities in their respective departments. Administration Clerks Jane Bersche and Laura Moore were also thanked for their assistance.

Upon discussion, a motion was made by Keith Carduner and seconded by Dani Gillman **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2021/2022.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, and Murray

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed.

OTHER:

Dani Gillman reported on the Friends July 13 meeting. Their recent second Saturday Sale earned \$5,200. The Library Shop brought in about \$1,300. June memberships brought in \$910. The Bilaitus Trust contributed yet again with a contribution of \$20,000. There are 323 Friends members now, which is a return to pre-pandemic levels. In efforts to share and outreach, the Friends sent many boxes of books to different lending libraries as well as to the River Rouge school. Former Trustee Tom Deska had suggested "rounding up" at the Second Saturday Sales, and since implementing this idea three months ago, the Friends have generated \$500, which is often the cost of one Wish List item.

Judy Lindstrom has heard many nice complements about the new parking lot. There is a retention basin under the library parking lot which may be overflowing, which causes the library to flood. There are still many issues with water flooding in the lower level. This will continue to be investigated for solutions.

Dani Gillman observed the water charges in the finance section of the board packet and suggested a second water meter for landscaping.

The next Library Board Meeting will be Tuesday, August 16 at 7:00pm and the Myers Scholarship Awards will be given out at 6:30 p.m. The topic will be the proposed budget. The Ambassador's group will meet Tuesday, July 26 at 7pm. A budget work session for the preliminary proposed 2023-2024 budget will be held on Thursday, August 4 at 11:00am.

At 7:47 p.m. Secretary Judy Lindstrom adjourned the meeting.

Submitted by:

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

Judy Lindstrom, Secretary