

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, August 16, 2022, 7:00 p.m.
Library Board Room

At 7:03 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Joan Luksik.

Trustees Present: Keith Carduner, Danielle Gillman, Joan Luksik, and Shane Spradlin

Trustees Absent: Joy Murray and Judy Lindstrom

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

Guests: Lindsey Block, Administrative Services Clerk and Staff Organization Committee (SOC) representative

Joan Luksik requested **Item 7c** be removed from the consent agenda for regular discussion.

Keith Carduner 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 AND 7C**

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

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Joan Luksik remarked on a discussion about installing beehives on the Library grounds during a Building and Grounds Committee meeting. Birmingham *Seen* magazine recently featured local beekeeping efforts in Detroit. Bloomfield Township must grant permission before beehives can be installed at the Library.

DIRECTOR'S VERBAL REPORT:

Director Moon expressed her congratulations to all the Myers Scholarship winners. Supporting the continued education of students connected with Bloomfield Township Public Library in such a tangible way is a pleasure. The scholarship has touched many lives over the years. The award was first presented in August of 2000 and since then there have been forty-four winners and over \$19,000 in scholarships has been given. There is a complete list of past Myers Scholarship winners available for review. Thanks to the Myers Scholarship Committee: Joan Luksik and Shane Spradlin.

Director Moon provided a staffing update and outlined next steps in the strategic planning process.

Director Moon requested permission from the Board of Trustees to take a yearlong public library financial management certificate program. The Trustees expressed support.

Director Moon remarked on the gardens' particular beauty at this time and reminded the Trustees that Jim Slezinski of Goldner Walsh will be giving tours of the gardens on August 19.

Upon discussion, a motion was made by Keith Carduner, seconded by Dani Gillman to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

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

REGULAR AGENDA:

Call to the public.

Lindsey Block reported on the Staff Organization Committee's latest activities.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Public Budget Hearing

Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2023- March 31, 2024.

Director Tera Moon thanked the Department Heads, Administration team, and the Trustees for the collective effort to prepare this preliminary budget. Library Director Tera Moon gave an overview on the Fiscal Year (FY) 2023-2024 Preliminary Budget. The final budget for FY 2023-2024 will be presented in March 2024.

Motion to Approve: The Fiscal Year 2023-2024 Preliminary General Fund Budget:

Upon review and discussion of the Fiscal Year 2023-2024 Preliminary General Fund Budget, a motion was made by Keith Carduner, seconded by Dani Gillman:

TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2023 – MARCH 31, 2024, IN THE AMOUNT OF \$8,824,268 FOR THE ANTICIPATED REVENUES AND \$7,554,718 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR AND THE FUND BALANCE RESERVES SHALL BE INCREASED BY \$1,269,550.

THAT THE APPROVED GENERAL FUND BUDGET AND TAX LEVY FOR FISCAL YEAR APRIL 1, 2023 – MARCH 31, 2024, BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED

HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, FOR THE CURRENT FISCAL YEAR APRIL 1, 2022 – MARCH 31, 2023, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY: \$8,494,309 FOR THE ANTICIPATED REVENUES AND \$10,315,662 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE DECREASED BY (\$1,821,353). THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE STORM SEWER MITIGATION PROJECT.

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

MOTION CARRIED

Motion to Approve the Fiscal Year 2023-2024 Preliminary Gift Fund Budget:

Upon review and discussion of the FY 2023-2024 Preliminary Gift Fund Budget, a motion was made by Dani Gillman, seconded by Keith Carduner:

TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2023 – MARCH 31, 2024, IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$162,195 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

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

MOTION CARRIED

11b. Holiday Calendar

Director Moon presented the proposed 2023 holiday closing calendar.

Upon discussion, a motion was made by Shane Spradlin, seconded by Dani Gillman **TO APPROVE THE PROPOSED 2023 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

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

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik inquired about the cost of gas and water. Director Moon answered that the cost per unit of gas is extremely high right now, so the costs are higher than previous years. Water use was higher than last year. Director Moon responded that 2021 was very rainy with flooding and this year is dry.

Keith Carduner queried about the cost of book ends. Director Moon said that new bookends are needed for ease of use.

Shane Spradlin asked why the Library is paying Farmington Community Library. Director Moon answered that Farmington Community Library is the fiduciary for Metronet, the digital library consortium. The fee paid was for membership dues and renewal of an online resource.

Spradlin inquired about the fees paid to Foster Swift. Moon answered the payment was for legal services regarding the parent-student reunification plan with Bloomfield Hills Schools.

Spradlin asked about Midwest Tape. This firm is a vendor of DVDs and other media plus hoopla, a streaming service for library users.

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

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

MOTION CARRIED

OTHER:

Director Moon remarked on a typo in the “dates for library board” document in the packet. The Friends board meeting is on September 7 not September 10.

The Friends are discussing setting up a reserve fund, as they have received many generous donations in recent years.

Dani Gillman shared that she spoke with Stephanie Knight, one of the Myers Scholarship recipients. Ms. Knight remarked that she enjoys bringing her children to the Library and appreciated that everyone in community is represented.

Next meeting Tuesday, September 20.

At 7:44 p.m. President Luksik adjourned the meeting.

Submitted by:

A handwritten signature in black ink, appearing to read 'Dani Gillman', with a small dot above the final 'n'.

Dani Gillman, Library Trustee