

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 20, 2022, 7:00 p.m.
Library Board Room

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, Judy Lindstrom, Joy Murray, and Shane Spradlin

Trustees Absent: Dani Gillman and Joan Luksik

Administration: Director Tera Moon, Assistant Director Katherine Bryant, Administrative Assistant Linden Godlove, Finance Coordinator Monica Gower

Guests: Daniella Bryant, Circulation Clerk and Staff Organization Committee (SOC) representative; Alan Panter, Yeo & Yeo

Shane Spradlin requested **Item 7a** be removed from the consent agenda for regular discussion. Keith Carduner requested **Items 7b and 7c** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Keith Carduner and seconded by Joy Murray **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7A, 7B AND 7C**

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Murray and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

Secretary Judy Lindstrom remarked that the Library's gardens were stunning. The patrons returned to recurring clubs, enjoying what the Library has to offer, and celebrating the increase of services. The Library is here for them always and is the core of the community. Secretary Lindstrom expressed happiness to have added two new board members over the past season. It was a great summer, and she looks forward to a wonderful fall.

DIRECTOR'S VERBAL REPORT:

Director Moon introduced and welcomed new Finance Coordinator, Monica Gower. Director Moon commented on strong use of the library building following a storm on August 29 that knocked out power to much of the community. She mentioned this fall brings a return of pre-pandemic programming including the return of concerts. Director Moon reported that she and Assistant Director Katherine Bryant met with the new Bloomfield Township Director of Cable and Community Relations, Carrie Le Zotte. Lastly, Director Moon summarized staff training arranged by Assistant Director Katherine Bryant regarding materials challenges.

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

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Murray and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Daniella Bryant reported on the Staff Organization Committee's latest activities.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Audit Presentation

Alan Panter, Principal from Yeo & Yeo, provided a verbal overview of the audit.

The Library received a clean or unmodified opinion from Yeo & Yeo for FY 2021-2022.

Mr. Panter answered questions from the Trustees.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray **TO ACCEPT THE FISCAL YEAR 2021-2022 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.**

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Murray and Spradlin

Nays: None

MOTION CARRIED

11b. Pension and OPEB Reports

Director Moon stated that two reports required by the state of Michigan to comply with PA 202 have been filed. The reports were provided to the Trustees for their information.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Shane Spradlin requested clarification about some of the vendors in section 7A of the board packet that received checks from the Library.

Siemens is upgrading software and equipment for the library's HVAC system. Spaulding deDecker was hired to investigate the lower-level storm water issues. Principal Life Insurance covers life insurance and disability for part-time staff. Databases and other reference materials are purchased through EBSCO, a library vendor.

Keith Carduner inquired about revenue for room rentals. He wanted to know if the Library was advertising about the room rentals and if the rental fee should be higher. Director Moon reported that room rentals are a service to the community, rather than a significant source of revenue. This is a place where the community can gather, and usage is down due to the pandemic. Many non-profits in the community use these rooms including homeowner's associations. A marketing campaign would be considered.

Keith Carduner inquired about the increased costs of water usage and if a separate meter would be installed. Ultimately, this will be pursued when a new Facility Services Department Head is hired.

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

A vote was taken for approval of the motion.

Ayes: Carduner, Lindstrom, Murray and Spradlin

Nays: None

MOTION CARRIED

OTHER:

The Friends are considering a reserve fund to take advantage of the generous donations made to the Friends. They continue to generate additional revenue at the Second Saturday Sales and grant wish list requests from the Library.

The strategic planning meeting is from 1:00 – 5:00 p.m. on September 27. A draft of the learning report was received and will be reviewed.

The next board meeting is on Tuesday, October 18, where there will be a policy review. On October 25 at 7:00p.m., there will be an Ambassador's meeting.

At 7:59 p.m. Secretary Lindstrom adjourned the meeting.

Submitted by:



Judy Lindstrom, Secretary