

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, November 15, 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 President Joan Luksik.

Trustees Present: Keith Carduner, Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: None

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

Guests: Daniella Bryant, Circulation Clerk and Staff Organization Committee (SOC) representative; Florence Schenk, Technical Services Clerk; Lauren Catoni-Ellis, Youth Services Assistant Department Head; Anna Pelepchuk, Circulation Department Head; Amanda Standerfer, Fast Forward Libraries (attending virtually)

Joan Luksik, Joy Murray, and Shane Spradlin requested **7A** be removed from the consent agenda for regular discussion.

PRESIDENT'S VERBAL REPORT:

President Joan Luksik expressed her pleasure that Dani Gillman and Shane Spradlin both won in the November 8 election. With Thanksgiving coming up, there is much to be thankful for. She commented on the October 25 Library Ambassadors meeting, in which really good ideas and comments were shared about the Strategic Plan.

DIRECTOR'S VERBAL REPORT:

Director Moon congratulated Dani Gillman and Shane Spradlin for their successful campaign. Last week Tera was featured on Bloomfield Township's "Coffee with Carrie" program. Carrie LeZotte is the new head of Bloomfield Township Community Relations and BCTV and is the host of this biweekly show designed to introduce Township department heads to the community. Tera's episode of Coffee with Carrie aired live on Facebook and YouTube and was recorded for BCTV. Director Moon received questions and comments from Bloomfield Township Clerk Martin Brook and the Senior Center.

The search for a Facility Services Department Head has concluded with the hiring of Hugo Cardenas, Jr. He was selected after three candidates were interviewed and toured the Library on November 3. Director Moon thanked Keith Carduner, who assisted with this selection process, and Maintenance Assistant Jerry Ashley, who participated in the tour portion of the interviews, answering candidates' questions, and providing a practical perspective of the building's care and maintenance. Mr. Cardenas has much experience in a variety of facility settings, including maintaining the township campuses of Van Buren and Waterford. His first day will be Monday, November 28.

Last week a catalytic converter was stolen from a staff member's car in the library parking lot in the middle of the afternoon. Bloomfield Township police responded to a call immediately and fingerprinted the staff's car. They requested security camera footage which was provided. There are no suspects at this time. In the evenings, staff have been reminded to walk out with others when possible.

This is the time when staff provide their mid-year evaluations. A survey is collected for feedback from staff. Staff expressed thoughts on how the Library could be its best and shared common patron questions. The temperature of the group is "eager for change after a long pandemic." Many pointed out staffing shortages and some areas of the library building that need attention. Supervisors will meet with their staff for a mid-year check-in on their goals and general performance.

Two-factor authentication is coming in December for all Windows updates. This will provide an additional layer of security against hackers.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Keith Carduner **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, 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. Election of Officers

President Luksik presented a slate of officers to serve the 2022-23 term: **Dani Gillman, President; Judy Lindstrom, Vice President; Joan Luksik, Secretary.**

Upon discussion, a motion was made by Keith Carduner, seconded by Judy Lindstrom, **TO**

APPROVE THE SLATE OF OFFICERS FOR THE DECEMBER 2022-DECEMBER 2023 YEAR.

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray and Spradlin

Nays: None

MOTION CARRIED

11b. Strategic Plan Draft Presentation

Director Moon presented the draft strategic plan for the Board's review. This draft is the result of gathering community input, the retreat sessions with the Board and the Leadership Team, and the work of the Planning Team.

Consultant Amanda Standerfer gave a presentation on the strategic plan, including the process used to create the plan. Lauren Catoni-Ellis, Florence Schenk, and Anna Pelepchuk each presented an aspect of the strategic directions of the plan: enhancing the core, connecting the community, and building the organizational capacity. Amanda also thanked the planning team for their great work: Katherine Bryant, Assistant Director; Lauren Catoni-Ellis, Assistant Department Head of Youth Services; Dani Gillman, Library Trustee; Joan Luksik, Library Trustee; Tera Moon, Library Director; Ed Niemchak, Adult Services Librarian; Anna Pelepchuk, Department Head of Circulation and Florence Schenk, Technical Services Clerk.

Proposed vision and mission statements were discussed. These will continue to be reviewed. Revisions to the plan will be made between now and the December board meeting when a final plan will be presented for the Board's consideration.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Joan Luksik inquired about a check to Aunalytics, which is a company that assists with IT projects. LocalHop is a software that handles meeting room reservations, which includes an events calendar, program registration, and meeting room reservations. Joy Murray inquired about a meeting room refund. Tera Moon shared details about the meeting rooms reservation process and rates. Shane Spradlin inquired about payments to Doeren Mayhew, and Tera confirmed this is the last payment to this firm for finance coordinator support. Grainger Inc. supplies items for the public restrooms. Shane Spradlin inquired about the budget and variances reported. Tera Moon explained the variances between what was budgeted and what has actually happened.

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

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray and Spradlin

Nays: None

MOTION CARRIED

OTHER:

Judy Lindstrom attended the November 2 Friends of the Library meeting. She thanked them

for their hard work, and they expressed appreciation for the “Friends of the Library Week” card and refreshments. The Friends extended their philanthropy to the community at large by distributing 80 boxes of books to various schools, groups, Little Free Libraries, and more in the month of October. Dani Gillman reported that the Friends sold a record \$5,610.90 at the November 12 Second Saturday Sale. Every month, they have earned a new record in book sales. They had a successful “Attic Treasures” room and plan to keep this feature every month.

The next board meeting is on Tuesday, December 20. The strategic plan will be further discussed.

At 7:58 p.m. President Luksik adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom". The signature is written in black ink and is positioned above the printed name.

Judy Lindstrom, Secretary