

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

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

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At 6:30 p.m. Trustees Dani Gillman and Shane Spradlin were sworn in by Martin Brook.

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Dani Gillman.

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

Trustees Absent: None

Administration: Director Tera Moon and Administrative Assistant Linden Godlove

Guests: Deb Smith, Technical Services Assistant Department Head and Staff Organization Committee (SOC) representative

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

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman expressed her excitement in filling the role of board president and having the opportunity to serve another year on the Board. There will be new committee assignments for the Board, which were shared in the packet. Director Moon arranges committee meetings as needed and will contact everyone to ensure all members can attend. Tomorrow begins the "Winter Reading Challenge" at the Library, and she encouraged all to sign up. She thanked the Board for their confidence in her as president.

**DIRECTOR'S VERBAL REPORT:**

Director Moon encouraged the Board to look at the unique display case arrangements in both Adult Services and the lobby. Director Moon reported that the staff training topic for December was the Friends of the Library. She stated that the 2023 Photo contest will commence next month and culminate in the awards reception on April 29, 2023.

Director Moon explained that the Library has been named a Star Library *by Library Journal*. She also reported on her attendance at a security forum held by the Jewish Federation of Detroit in response to the hate crime that occurred at Temple Beth El on December 2.

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.**

Deb Smith reported on the Staff Organization Committee's latest activities.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a. PA 152**

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option or (3) to be exempt.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

Administration recommended adopting Option 2, known as the 80/20 Option, for 2023 as it provides a lower health care cost for library employees. The Personnel Committee supports this recommendation. The Library annually makes decisions to offset the health care costs to employees. This is an important factor in employee retention.

Upon discussion, a motion was made by Joy Murray, seconded by Keith Carduner, **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2023.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**11b. Director Evaluation Form**

December is traditionally the time of year when the Personnel Committee requests the Board's input on the Library Director's performance during the past fiscal year. The evaluation process begins with a report from the Library Director to the Board summarizing her activities during

2022. The report, as well as the Director's evaluation form, will be sent in early January.

The Personnel Committee will then compile the Board's input to complete the Director's performance evaluation, share the results, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 21, 2023 board meeting.

It is anticipated that the Director's report will provide information that will assist in the evaluation process and guide the development of goals for the next fiscal year.

### **11c. Strategic Plan Draft Presentation**

The Library initiated a strategic planning process in the summer of 2022. Fast Forward Libraries LLC was engaged in July to facilitate the planning process in three phases: Learn, Dream, Do. Assistant Director Katherine Bryant has done an excellent job of directing this project. The Learn phase entailed a community survey completed by 514 members of the community, five community focus groups, 11 interviews, and a Board and staff survey. In the Dream phase, the Leadership Team and Trustees discussed possible future pathways for the Library. This strategic plan will guide the Bloomfield Township Public Library through the Do phase, as the Library executes its vision for the future. By implementing a new strategic plan, the Library will be able to focus resources on delivering programs, outreach, and collections for meaningful community connection while expanding innovative services for the community.

Director Moon thanked the Planning Committee, which guided this process from beginning to end. They created survey questions, reached out to community members for focus groups and interviews, and presented a draft of the strategic plan at the November Board Meeting. She expressed thanks to the library staff strategic planning team: Katherine Bryant, Lauren Catoni-Ellis, Dani Gillman, Joan Luksik, Ed Niemchak, Anna Pelepchuk, and Florence Schenk for their time and energy on this important project. She also thanked Amanda Standerfer, from Fast Forward Libraries.

During the review of the draft strategic plan in November, revisions to the vision and mission were discussed. Tera, Katherine, and Amanda Standerfer used this to revise the vision and mission. Director Moon reviewed the vision statement and the mission statement.

The strategic directions were reviewed and discussed, as well as how these were flexible, regardless of changes directed by the millage.

Upon discussion, a motion was made by Joan Luksik, seconded by Shane Spradlin **TO APPROVE AND ADOPT THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY STRATEGIC PLAN FOR 2023-2025.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

### **11d. Bank Signatories**

With the recent change in the Board President and Secretary, a resolution to approve a change in bank signatories is needed. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom, **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE DECEMBER 20, 2022.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

### **12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

Joan Luksik inquired about the payment to Doeren Mayhew, as in November the payment approved was reported to be the final payment. Director Moon said that the payment reported in December's packet is actually the final check. This is for services rendered in October, which arrived after the cutoff for checks to be approved by the board in November. The bill had not been received in time for payment at the last meeting and Director Moon had not been aware of a balance still owed at that time.

Shane Spradlin inquired about Sierra, which is a software purchased through innovative interfaces. Sierra a central program for Bloomfield Township Public Library's services—through this software, materials are catalogued, and circulation of items is tracked. The Intranet Connections is an annual bill for Intranet software used to communicate internally among staff. This is separate from the internet.

Shane Spradlin asked about the way the budget is reported with respect to receipt of revenue Director Moon explained that in March, the adopted budget is approved. August is when the amended budget is approved. There is a third column in the budget report that shows where the Library is currently in the budget. The Library has hardly any revenue until taxes are received in January. The Library has a fund balance which is eight months' worth of operating costs. This starts in April. The numbers of the budget change because the number in March, when the budget is adopted, is based on the previous summer's estimate.

Dani Gillman remarked on the foresight of upgrading the library's lighting to LEDs, which is already saving money on utility bills in a time when costs are rising.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik **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 congratulated Dani Gillman and Shane Spradlin on their swearing in and wished everyone a happy holiday.

The next board meeting is on Tuesday, January 17. Fines and fees will be discussed, as well as the OPEB Trust meeting.

At 8:06 p.m. President Gillman adjourned the meeting.

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik". The signature is written in a cursive, flowing style with a large initial 'J'.

Joan Luksik, Secretary