

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, February 21, 2023, 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 Vice President Judy Lindstrom.

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

Trustees Absent: Dani Gillman

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

Guests: Amanda Carroll, Youth Services Librarian and Staff Organization Committee (SOC) representative

Keith Carduner and Shane Spradlin requested 7B be removed from the consent agenda.

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: 7B**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

Vice President Judy Lindstrom expressed her delight that spring is coming. Time is fleeting and she is always amazed at how fast it passes. Her father once took them on a road trip as a family, and she remembers him declaring, "Never wish away time." She is delighted with the creativity of the staff for the library's current programming.

DIRECTOR'S VERBAL REPORT:

Director Moon provided an update on programs, including a flamenco performance, a chamber concert, and a local history lecture. Everything was very popular and well-attended. Youth Services is gearing up for Kindergarten Readers Round up, as children are learning to read at a younger age and it's an opportunity to learn about library resources.

She presented a sampling of the Youth Media Award winners and honor books of 2023, which included the Caldecott and the Coretta Scott King Award.

She provided updates about intellectual freedom. There are many professional organizations monitoring this and providing support to public and school libraries.

The Friends of the Library needed to cancel their February Second Saturday Sale, due to the elevator being out-of-order. The Friends will hold a two-day sale in March.

Katherine Bryant provided an update on the enewsletter. The Library's website now has a page where patrons can manage their subscription to the Library's seven email newsletters. All Bloomfield Township patrons for whom the Library has an email address receive the monthly Discover Newsletter. Other newsletters, such as the Digital News, are sent to patrons based on their borrowing habits. This new feature allows patrons to sign up for any newsletters they want.

Director Moon announced the Oakland County Historical Commission has a touring information poster that will change every three months.

Upon discussion, a motion was made by Joan Luksik, 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, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Amanda Carroll reported on the Staff Organization Committee's latest activities.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Vending Services Bid Award

Corporate Dining Concepts has provided library vending services in the staff and public areas since April 2010 and was awarded the bid again in 2020. The three-year contract with Corporate Dining Concepts expires March 31, 2023.

A request for proposals for vending services was posted in December 2022, with a January 17, 2023 deadline. Corporate Dining Concepts and Perfection Vending submitted proposals.

Bids were reviewed against predetermined criteria such as company vending experience, service response time and schedule, equipment features, product variety, and commission offered to the Library. Each company was also interviewed to clarify aspects of their respective proposals.

It was the recommendation of Administration to award the bid for library vending services to Perfection Vending based on their commission rate, interview, and references.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray, **THAT PERFECTION VENDING, 18750 FORT STREET, UNIT 18, RIVERVIEW, MICHIGAN, BE AWARDED THE CONTRACT TO PROVIDE VENDING SERVICES FOR BLOOMFIELD TOWNSHIP**

PUBLIC LIBRARY.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Shane Spradlin inquired about page 11 of the board packet, section 7B. He wanted to know about the prepaid garden certificate to Goldner Walsh in the amount of \$17,000. The Library signs a contract early in the season, which provides them a discount for services. Shane Spradlin also inquired about the costs of databases in comparison to their usage, particularly ValueLine and ProQuest. He also had a question about the budget.

Keith Carduner also inquired about the budget and how the adopted budget differs from the amended budget and the current month. In the April meeting, the tax revenue will have been received and reflected in the budget.

Joy Murray inquired about Farmington Community Library being paid for the databases. Farmington is the fiduciary of MetroNet, through which the Library gets group discounts on databases.

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, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

OTHER:

Shane Spradlin inquired about a chart that was shared in the finance committee packet, regarding the vending services.

Shane Spradlin said that the website chat feature is useful in his business. He wondered if this technology would be useful to the Library as well.

Judy Lindstrom commented on the entrance urns.

Joy Murray reported on the Friends of the Library, who had a near-record sale in January. The Friends approved the Wish List. Their annual meeting is coming on May 3 at 11:30a.m. and Jeff Morrison is the speaker. He wrote *Guardians of Michigan* and *Guardians of Detroit*.

Upon discussion, a motion was made by Keith Carduner and seconded by Joy Murray **TO GO INTO CLOSED SESSION FOR PURPOSES OF THE LIBRARY DIRECTOR CONTRACT AND PERFORMANCE EVALUATION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The Board of Trustees went into a closed session at 7:55 p.m. Trustees discussed the comments

they submitted as part of the Library Director Evaluation process. Additional comments were made and noted. Projected raises for all Library staff were reviewed and discussed.

At 8:25 p.m., Director Moon was invited to join the closed session. Trustees Judy Lindstrom and Joan Luksik informed her that a contract renewal and salary increase were agreed upon. They said her work is fantastic and the staff is very pleased with her management.

A formal motion approving a contract renewal and increase in compensation will be made in open session.

Upon discussion, a motion was made by Joan Luksik and seconded by Keith Carduner **TO ADJOURN CLOSED SESSION.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

At 8:33 p.m. the Board returned to regular session.

Upon discussion, a motion was made by Keith Carduner and seconded by Shane Spradlin **TO RENEW THE LIBRARY DIRECTOR'S CONTRACT FOR THE APRIL 1, 2023-MARCH 31, 2024 FISCAL YEAR.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

The next Library Board Meeting will be Tuesday, March 21 at 7:00 p.m.

At 8:34 p.m. Vice President Judy Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in cursive script, appearing to read "Joan Luksik".

Joan Luksik, Secretary