

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 20, 2023, 7:00 p.m.
Library Board Room

At 7:01 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, Joy Murray, and Shane Spradlin

Trustees Absent: Judy Lindstrom and Joan Luksik

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

Guests: Martin Brook, Bloomfield Township Clerk and Deputy Clerk Deana Murdock; Deb Smith, Technical Services Assistant Department Head and Staff Organization Committee (SOC) representative

Shane Spradlin and Keith Carduner requested **Items 7 A and B** be removed from the consent agenda for regular discussion.

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

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

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Gillman remarked on the excitement in the Library that evening as the Summer Reading begins with lots of happy faces, great smelling food trucks, and everyone seeming to be having a great time. She said, "this is a great way to kick off the summer reading and a great evening at the Library."

DIRECTOR'S VERBAL REPORT:

Director Moon announced that summer reading is opening this evening. She expressed pride at the programs the librarians are presenting to keep the community engaged in reading and the Library all summer long. She encouraged the Board to sign up.

The librarians have been promoting summer reading extensively, particularly in May. In total Youth and Adult Services librarians have spoken to about 2,000 students in the Bloomfield Hills School District.

The Library recently subscribed to PressReader which provides online access to digital versions of over 7,000 newspapers and magazines in more than 60 languages including

The Economist magazine. PressReader can be accessed via a desktop or laptop or by downloading the PressReader app.

The Library will soon be getting a mobile app. A small team of staff are working with Innovative Interfaces to launch one that will make the Library's digital experience easier and smoother.

Director Moon has done preliminary research into the next steps of the 2024 millage renewals. She will update the board on developments.

She reported the vending machines still are not working as expected.

Adult Services Librarian Ed Niemchak has resigned from his full-time position. He has worked at Bloomfield Township Public Library for over twelve years.

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

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Murray, and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Deb Smith, Technical Services Assistant Department Head and SOC representative, gave a report on the SOC.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 A. LIBRARY AS EARLY VOTING SITE

Bloomfield Township Clerk Martin Brook contacted Director Moon last week with a request to make the Library an early voting site starting in fall 2023. Martin and Deputy Clerk Deana Murdock met with Assistant Director Katherine Bryant and Director Moon at the Library to review the requirements for early voting sites and discuss the logistics of this proposed arrangement.

Martin Brook spoke about the democratic process and how important the Library is in this. Early voting is a once in a century change to election law. This is a result of Michigan voters passing Proposal 2-22 in November 2022, which establishes 9 days of early voting. This requires a site that will be open nine consecutive days before election day where early voting would take place. Bloomfield Township, at this point, is exploring joining with the Oakland County group jurisdiction. The jurisdiction would include Bloomfield Township, Birmingham, and Southfield Township. This would be for all elections and would commence this November.

The timeline for making this decision is tight. If the Board approves the request, the Library would be one of three sites under consideration. The team making the decision would tour each site on June 29 and decide shortly thereafter.

Each municipality, the County, and the Library would enter into an agreement that would last until the end of 2024 and renew for two-year periods, unless a party petitions to exit.

Library Department Heads and Assistant Department Heads are in support of this proposal. This might cause some disruption to regular Library business, but with some extra communication and teamwork, the Library can support the Bloomfield Township Clerk's office and election workers

as an early voting site. It is believed that the benefits to the community and beyond outweigh any possible and temporary inconveniences.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray **THAT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BE CONSIDERED AN EARLY VOTING SITE AS OUTLINED BY BLOOMFIELD TOWNSHIP CLERK MARTIN BROOK IN HIS MEMO DATED JUNE 14, 2023.**

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

11b. 2024 SERIALS SUBSCRIPTION SERVICES BID

Every three years, the Library releases a request for serials subscription services proposals. Assistant Director Katherine Bryant worked with Adult Services Librarian Ed Niemchak to conduct the bid process for 2024 serials subscriptions services.

A request for proposals was mailed to five companies and posted on the Library website and at the Welcome Desk. Proposals were received from two companies, EBSCO Subscription Services and W. T. Cox Information Services.

W. T. Cox Information Services is the library's current serials vendor. W. T. Cox can provide all the titles requested plus meet all the library service requirements. This Library has used W. T. Cox since 2006 except for one year during which a different vendor was used.

Upon discussion, a motion was made by Joy Murray, seconded by Keith Carduner **TO APPROVE AWARDING THE 2024 LIBRARY SERIALS SUBSCRIPTION SERVICE BID TO W. T. COX INFORMATION SERVICES, 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

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

12. DISCUSSION OF ITEMS REMOVED FROM CONSENT AGENDA

Shane Spradlin wanted to know if the Press Reader fee is paid monthly or annually. Director Moon reported that it is annually. He inquired about Siemens. Director Moon reported that we pay an annual fee for maintenance on the HVAC system. He also inquired if there was a procedure for placing orders through Amazon. Director Moon responded that there is a procedure. Keith Carduner inquired about why there were payments to both Augies Building Services and DuAll for the monthly cleaning services. This was due to the transition of cleaning services from DuAll to Augies.

Shane Spradlin asked about the funds in the Fifth Third checking account. He asked whether the library was earning appropriate yields. The Library uses Flagstar checking and savings account for paying the bills. The savings account is a backup. The Fifth Third checking is for revenue of fines and fees received via ecommerce. He suggested that funds be put into a different financial instrument to generate more interest. Director Moon explained the different accounts and what purpose they served and said she would research what options are available to take advantage of higher interest rates.

Upon discussion, a motion was made by Shane Spradlin, 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, Murray, and Spradlin

Nays: None

MOTION CARRIED

OTHER:

There were inquiries about how the Library might manage controversial events and what process might differ after a controversial group rented a meeting room. Much of this related to confusion about the Library hosting an event rather than the space being rented by members of the community. More communication about events like this is always beneficial. Having staff support and communication is important.

Joy Murray reported that \$4,612.75 was earned at the recent Second Saturday Sale. The entire Wish List was approved at the June Friends meeting.

Joy Murray inquired about the Library Card Design contest. There is lots of enthusiasm among the public. There will be three age categories and public voting to determine a winner.

The next Library Board Meeting will be Tuesday, July 18 at 7:00 p.m. where the Annual Report will be shared.

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

Submitted by:

A handwritten signature in black ink, appearing to be 'Dani Gillman', with a stylized flourish at the end.

Dani Gillman, President