

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Wednesday, July 19, 2023, 7:00 p.m.  
Library Board Room

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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, Joy Murray, and Shane Spradlin

Trustees Absent: Joan Luksik

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

Guests: International Academy Students Ben Trombly, Elena Jojic, Alexander Joci, Ethan Xia, Bear Thompson, Jiming Gan, Alvin Cai, Merx Xieio, Abdelraham Ahmed, Minjun Kim, Ari Nikolausky, Stefanie Schneider, and Marlene De Andracle.

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Joy Murray, Keith Carduner, and Shane Spradlin requested **Items 6, 7A and 7B** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom 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: 6, 7A and 7B**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Gillman returned from visiting out of state. In that locale, the newspaper's front page chronicled the story of a local library and the struggles it was facing. There were conflicts among the board members themselves, with one board member concerned about programming not related to books, another believing the library's role is not community building, and another not understanding the role of the board. She is grateful that Bloomfield Township Public Library's Board of Trustees come together for the greatest good of the Library and community. They are so committed to supporting library staff and patrons.

**DIRECTOR'S VERBAL REPORT:**

Director Moon remarked that she enjoyed looking at the submissions for the Library Card Design contest and trying to pick a favorite. She appreciated how people expressed their feelings about the Library through this medium.

The Library collected 124 entries for the Library Card Design Contest in June. Staff winnowed those designs to ten in each age category by evaluating the design and how it reflects the Library and the Bloomfield Township community. Voting will be open through Saturday, July 22.

The three winning designers will receive a \$100 gift card, a new library card with their design, and a feature in the quarterly print newsletter. The three designs will join the current library card design, giving patrons signing up for a library card the opportunity to select one from four designs, starting in September for Library Card Sign-up Month.

The Library, as part of the MetroNet Consortium, recently joined yet another cooperative agreement which will increase the items Bloomfield Township Public Library patrons have access to via Libby, the library reading app by OverDrive. Before, Bloomfield Township Public Library users had access to just over 55k titles, including eBooks, eAudiobooks, and magazines. By joining the RLA (Reciprocal Lending Agreement), users get access to another 200,000 titles. Now patrons have access to more than 330 libraries, rather than only seven. There is no cost to join this cooperative agreement and Township residents will continue to have priority access to the titles the Library purchases.

Facility Services Department Head Hugo Cardenas has been working on finding a waste hauler that would also handle recycling. After much research, he has concluded that using Priority Waste, a firm that Bloomfield Township just contracted with, would be advantageous for the Library. For only about \$1,000 more per year, the Library can get the same service it has now, plus single stream recycling. The details are being worked out as to when this switch will take place.

This afternoon, Finance Coordinator Monica Gower and Director Moon met with Bloomfield Township Finance Manager Jason Theis and Bloomfield Township Assessor Darrin Kratz to discuss the millage rate to be requested by the Library and the timing. Monica and Director Moon determined that they want to ask for a renewal of the .541 that voters approved in 2014. That amount has rolled back to .50. If voters approve, the rate will bounce back to the original, adding 2.5 million to the Library's revenues. The rate would be effective on the winter 2024 tax bill. This winter the Library will continue to collect that millage, but it will be the last unless voters approve this renewal. It is important to note that a bond payment will expire this year, so no matter what, taxpayers will pay less to the Library starting this winter.

She reported that Lyle Dahlberg, Library Ambassador, and former Trustee, passed away on July 16.

Upon discussion, a motion was made by Joy Murray, 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, Lindstrom, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

### **REGULAR AGENDA:**

#### **Call to the public:**

International Academy's "Essentials for Government" class were in attendance.

#### **UNFINISHED BUSINESS:**

No unfinished business.

#### **NEW BUSINESS:**

##### **11a. FY 2022/2023 ANNUAL REPORT**

Assistant Director Katherine Bryant created this years' Annual Report. The Library made a successful return to full service as the world emerged from the pandemic. The Library reinstated a comprehensive range of programs, while also witnessing a resurgence in visitors and

circulation, reaffirming the crucial role the Library plays in the lives of Township residents. The Library leadership team continued to change, with new staff in the role of Facility Services Department Head, as well as two new Trustees. Through it all, Library staff kept a focus on serving the Bloomfield Township community in new and innovative ways.

Examples were shared of some of the accomplishments of this past year. Director Moon expressed gratitude to the Library Board for their unwavering support, to the Friends for their generosity that helps the Library to be great, and to the amazing library staff who make it all happen.

During the last fiscal year, 315,808 items in the Library's collection were checked out, including books, kits, DVDs, CDs, and one skeleton. There was a total of 615,393 items in circulation. The Library had 191,706 visitors and the 618 programs had 16,657 attendees.

The Annual Investment Report was included for the board's review as required. This report compares the Library's investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2022/2023 Annual Report will be posted on the Library website.

Many thanks to all who are responsible for creating this report. Library Department Heads submit summaries of the year's activities in their respective departments. Administration Clerks Jane Bersche and Laura Moore contribute greatly by assisting with statistical reports, writing, and formatting. Katherine Bryant coordinates the annual report and brings it all together.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2022/2023.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

#### **11b. DOOR ACCESS UPGRADE BID**

On May 15, 2023 a request for proposals to update the existing door access control software and hardware was released. This request was sent to three companies in the metro Detroit area, posted on the Library's website, and available at the Welcome Desk in the Library.

Interested proposers were invited to contact the Library for an optional walk-through with Facility Services Department Head Hugo Cardenas.

The Flying Locksmiths came in at the lowest price, at \$101,650.00 and provided a complete proposal. They estimated that the project could be completed by mid-August, since they have the necessary product in stock, although they are flexible if the Library needs additional time to prepare. In the interview, location owner Mark Heidel emphasized his commitment to "constant communication" with the Library to ensure a smooth installation process, including a planning meeting, daily check-ins, and even a white board at the staff entrance to communicate which areas would be worked on each day. As a small company, The Flying Locksmiths demonstrated the agility, flexibility, and eagerness to meet the Library's needs. Hugo worked with them in his previous employment with Waterford Township and they were highly recommended by both Rochester Hills and Clinton Macomb Public Libraries, after partnering on similar projects at those organizations.

After analysis of all proposals, the recommendation of Library Administration, Facility Services, and Systems is to award the contract to The Flying Locksmiths.

Keith Carduner wanted to know more from the Facility Services Department Head's opinion on the selection. He expressed his concerns about the smaller, less expensive project. Director Moon provided further details on why this company was selected, which included that the smaller company would have more flexibility in response to this project. There was further discussion among the board. Assistant Director Katherine Bryant shared on how this company works with Communico and OpenPath to enable study rooms to be reserved, which has potential to be useful in the future.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom **THAT THE FLYING LOCKSMITHS DETROIT NORTH, 2685 LAPEER RD. SUITE 210, AUBURN HILLS, MICHIGAN, 48326 BE AWARDED THE CONTRACT FOR THE DOOR ACCESS UPGRADE BID FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR AN AMOUNT NOT TO EXCEED \$110,000.00.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

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

Shane Spradlin suggested a clarification of the board meeting minutes, in section 6 of the library board packet.

For 7A, Keith Carduner inquired about Red Level for the cell signal boosting project and its status. Money was required up front to order parts and it should be installed within one day. It will boost the cell signal, so an antenna will be installed on the roof. Joy Murray inquired about the payment to Shred Corp and it was confirmed this was for the upcoming event on July 29. She asked about LinkedIn Learning. This is for an online resource which used to be called Lynda.com, where classes can be taken in a wide variety of subjects. This is not a new service. Shane Spradlin inquired about Comic City, which was a vendor for free comic book day in May. There was a reissue of the check for Consumers Energy because payment had not been received. He also inquired about the Critchlow Alligator Sanctuary, which is an upcoming program at the Library. Orange Boy is used for the eNewsletter service for the Library.

For 7B, Shane Spradlin inquired about the budget and the revenue expenditure year to date. There is not much revenue at this point. The expenses are 16%. Director Moon said they have not spent out of other operating expenditures column. The Library is still doing fine on its budget. He inquired about why the fines are included. Dani Gillman thought this was useful information, but perhaps it is not needed monthly. Because of the autorenewal, the fine revenue has decreased.

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

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

## **OTHER:**

Shane Spradlin inquired about the fund balances in the board packet. He wanted to know if the funds were only affected by the distribution amount. The Community Foundation of Southeast Michigan gets contacted if the Library elects to withdraw funds. These funds will last in perpetuity.

This includes the Myers Scholarship. The Library Director's legacy has not been withdrawn from, as it is a very new fund.

Joy Murray reported \$5,417 earned at the Friends' July Second Saturday Sale. There was also a record number of sales in the Library Shop for the month. The Friends are enthusiastic about the early voting at the Library, which may bring new visitors to the Library Shop. The Friends have recently elected Diane Kennedy as a new board member.

Joy Murray gave kudos on the activity report. The numbers are up about 10%. The teen and youth programs had impressive attendance numbers, particularly for the summertime.

Director Moon reported that magician Baffling Bill had a line drawn to the Commons and expected that there be a repeat crowd for the Critchlow Alligator Sanctuary program this week.

The next Library Board Meeting will be Tuesday, August 15 at 7:00 p.m. The Myers Scholarship meeting will be at 6:30p.m.

At 8:05 p.m. President Dani Gillman 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, Vice-President