

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, August 15, 2023, 7:00 p.m.  
Library Board Room

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At 7:02 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, Danielle Gillman, Joan Luksik, Joy Murray and Judy Lindstrom and Shane Spradlin

Trustees Absent: None

Administration: Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove; Finance Coordinator Monica Gower

Absent: Library Director, Tera Moon

Guests: None

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Dani Gillman requested **7a** and Shane Spradlin requested **Item 7a and 7b** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Keith Carduner and seconded by Joan Luksik **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, Luksik, Lindstrom, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman expressed how special it is that the Library gets to distribute the Myers Scholarship. She thanked Joy Murray and Joan Luksik for serving on the selection committee. Congratulations to winners Becca Tauber and Tamia Austin. She was pleased about the Library Card Design Contest results. This is part of encouraging the community to participate in the Library. There is a form to "Share Your Story" on the website where one can tell how wonderful and influential the Library has been to patrons.

## **DIRECTOR'S VERBAL REPORT:**

Assistant Director Katherine Bryant spoke on behalf of Director Moon, who deeply regrets not being present today. Congratulations, once more, to all the Myers Scholarship winners. Supporting the continued education of students connected with Bloomfield Township Public Library in such a tangible way is a real pleasure. The scholarship has touched so many lives over the years.

There were over one hundred entries in the Library Card Design contest. A committee of staff members narrowed down the submissions, from which the community voted. September is Library card signup month, when these will be released as an option in addition to the current design.

The upcoming BTPL app was discussed. Staff, Trustees, Friends, and Ambassadors have all been invited for beta testing. It is on track to be available to patrons at the end of this month. The Library's fall newsletter will include a teaser about it. A greater promotional campaign is being planned for winter.

For the strategic plan, the management team had a great first conversation with Jenna Walker. She is an interior designer who is assisting the staff with prioritizing the goals around reimagining spaces in the Library. This is a consideration of what is working and what is not in the building, as well as what would best serve the community's needs. A detailed report is being prepared and will be shared with the Board at the October building and grounds meeting.

Intellectual Freedom continues to be an important subject. Shane Spradlin shared a recent article about materials challenges in Virginia. Similar challenges are occurring in Michigan and other states. There is a procedure for handling challenges at this Library. There was discussion of people that challenge books out of personal, genuine concern and those that do so for political reasons.

There was a discussion of the vending service. The deficiencies outlined in a letter to the vending service were: the coffee machine in the public area is not working yet; there is no coffee machine in the staff area; and card readers are still not working on two machines in the public area. The vendor is working on the card readers and the coffee machine in the public area. At this point, if the coffee machine in the public area is programmed, the letter would be rescinded.

The Library held a second shredding event on July 29. This event saw nearly double the attendance as the first one, held in the spring. The enormous turnout caused a lot of traffic problems, even all the way out to Telegraph. The line had to be cut off and some patrons were turned away without getting their shredding accomplished. Director Moon received many complaints, and there were some unhappy people the day of the event. It is currently being evaluated whether the Library will hold this event in the future. Clearly there is a need, but the site is not best equipped to handle this.

There was some minor flooding in the lower level--a small amount confined to the maintenance

workshop. The Facility Services Department Head cleaned this up on his own. This continues to be an issue, although it has been over a year and a half since the last incident.

The Library will hold its used equipment sale this Saturday, August 19. This will include decommissioned items. This is part of the Library's transparency and accountability. The Library does not offer IT support for any of the items sold.

Summer Reading was an outstanding success this year. One of the most popular activities was the duck hunts. Almost 700 registered for the summer reading program, compared to 537 last year. 166 completed the programs. 7,341 days of reading were logged by the children. 922 books were read by teens and adults for the challenge. The program closed on Friday.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

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

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

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

**Call to the public.**

None present.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a. Public Budget Hearing**

***Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2024- March 31, 2025.***

Assistant Director Katherine Bryant thanked the Department Heads, Administration team, and the Trustees for the collective effort to prepare this preliminary budget. She provided an overview on the Fiscal Year (FY) 2024-2025 Preliminary Budget. The final budget for FY 2024-2025 will be presented in March 2025.

**Motion to Approve: The Fiscal Year 2024-2025 Preliminary General Fund Budget:**

Upon review and discussion of the Fiscal Year 2024-2025 Preliminary General Fund Budget, a motion was made by Keith Carduner, seconded by Joy Murray:

**TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2024 – MARCH 31, 2025, IN THE AMOUNT OF \$7,080,671 FOR THE ANTICIPATED REVENUES AND \$8,188,340 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD**

**TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR AND THE FUND BALANCE RESERVES SHALL BE DECREASED BY \$1,107,669.**

**THAT THE APPROVED GENERAL FUND BUDGET AND TAX LEVY FOR FISCAL YEAR APRIL 1, 2024 – MARCH 31, 2025, BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.**

**TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, FOR THE CURRENT FISCAL YEAR APRIL 1, 2023 – MARCH 31, 2024, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY: \$8,916,322 FOR THE ANTICIPATED REVENUES AND \$10,730,074 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE DECREASED BY (\$1,813,752). THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE STORM SEWER MITIGATION PROJECT.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

#### **Motion to Approve the Fiscal Year 2024-2025 Preliminary Gift Fund Budget:**

Upon review and discussion of the FY 2024-2025 Preliminary Gift Fund Budget, a motion was made by Joy Murray, seconded by Judy Lindstrom:

**TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2024 – MARCH 31, 2025, IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$162,195 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

#### **11b. Holiday Calendar**

Assistant Director Bryant presented the proposed 2024 holiday closing calendar.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO APPROVE THE PROPOSED 2024 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

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

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

*Nays: None*

**MOTION CARRIED**

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

7a Dani Gillman commented that the formatting on the check register skewed the amounts, so these were separated from the correct vendor.

Shane Spradlin inquired about the check reissued to Poseidon. There have been issues with the post office receiving mail. Finance Coordinator Monica Gower has been monitoring this. The check to Library Design Associates was for new chairs in Youth Services so caregivers have a comfortable place to sit. Lift and Level is a concrete company that repaired the service entrance sidewalks, which were uneven. Kanopy is a movie streaming service to which the Library subscribes. This is a pay per use model, so the cost varies.

Shane Spradlin asked about the asset allocation summary from section 7B, specifically the investments. He is concerned about the low percentage of interest with Flagstar and RBC money market. There is a goal to discuss with the current banks the Library is involved. This is still under review.

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

*Nays: None*

**MOTION CARRIED**

## **OTHER:**

Judy Lindstrom inquired about promotion of digital services. The upcoming print newsletter will feature the four major streaming services: Libby, hoopla, Kanopy, and Press Reader.

Judy Lindstrom spoke about brochures detailing the Library gardens. She is discussing the gardens with Jim Slezinski of Goldner Walsh. There are two garden walk programs with Jim Slezinski around the Library campus that are completely full with a waiting list.

At the Friends August Second Saturday Sale, \$6230.70 was earned in sales and \$156 in donations. Friends Board member Diane Kennedy visited the Birmingham and Bloomfield school districts to promote these sales. Many volunteers distribute boxes of books to different schools and in the Little Free Libraries throughout the area and to far reaches of the state as they travel. The Friends have selected April 24, 2024 for the Annual Meeting. They will be increasing the membership dues.

Joan Luksik thanked everyone for their understanding in her recent absences. She expressed

her pleasure at the many happenings with the Library as she reviewed what occurred.

Next board meeting will be Tuesday, September 19. The 2022/2023 audit will be discussed at this time.

At 8:03 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.

Joan Luksik, Board Secretary