

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, October 17, 2023, 7:00 p.m.  
Library Board Room

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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, Danielle Gillman, Judy Lindstrom, and Joan Luksik

Trustees Absent: Joy Murray and Shane Spradlin

Administration: Library Director Tera Moon and Administrative Assistant Linden Godlove

Guests: Laura Norman, SOC representative and Circulation Clerk

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Keith Carduner and Director Moon requested **7a** be removed from the consent agenda for regular discussion.

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

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman announced this is National Friends of Library week. She encouraged a show of appreciation for this library's Friends (FOL) group, which she called "over and above the best." She is impressed with their sales records and their commitment to doing good for the Library. On Wednesday, she will be bringing refreshments for the Friends. Director Moon will join her in a show of appreciation on the day many Friends come to volunteer. There is a poster in the lobby that promotes what the FOL do, and how they support the Library. This is also a great opportunity to educate patrons about the organization as well as to thank the FOL.

She announced the library card design contest winners have been printed and are available. There are three new designs, and it is very exciting.

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

Director Tera Moon directed everyone's attention to samples of recent craft creations by patrons.

Phase one of the door access upgrade project is complete. Big kudos to Facility Services Department Head Hugo Cardenas, Facility Services Maintenance Assistant Tom Corliss, Systems Department Head Paul Zink, Systems Specialist Steve Bullo, and Administrative Assistant Linden Godlove, for whom this has been a big change. In the next phase, the study rooms will be managed by software that will allow patrons to reserve rooms in advance of their visit, or while they are here. This should make it easier for patrons and makes use of the rooms more equitable and predictable. This is to take place mid-November.

The monthly activity report includes statistics regarding the new library app. New app downloads are being tracked, as well as the number of times the app is launched each month and how many items are borrowed using the self-check feature on the app. With virtually no advertising, the app has been doing very well. It will be promoted in the newsletter soon.

Director Moon shared details about the qualifications and experience of the Library's new Early Childhood Specialist.

On the morning of Saturday, October 14, the gate between the Library and the lobby malfunctioned and was stuck down. Quick-thinking staff rerouted patrons through the staff hallway until about 11:30am when the repair tech arrived. He was able to put the gate up but diagnosed the problem as rather severe and in need of new parts. Currently the gate is up and cannot be put down. The main area of the Library can be cordoned off, so the entrance doors can be open to the public at 9am.

Early voting starts Saturday, October 28. The hours are 8:30 a.m. - 4:30 p. m. for nine days in a row. Facility Services staff will be at the Library to open the building and greet the election workers. Dani Gillman signed the agreement between the Library and Oakland County. Shane Spradlin made some revisions to include a provision to hire security if needed. The Library will need to work on a more robust solicitation and sign-placement policy. Currently, the only stipulation is that signs must be placed 100ft from the library entrance.

Friends earned \$5,600 at their October sale, with an additional \$133 in donations. They recently changed membership levels, increasing the lifetime membership to \$1,000 (from \$500) and made a new level at \$500 called "Circle of Friends." They had new envelopes printed reflecting these levels and will be unveiling them soon.

Katherine Bryant is at the MLA conference for Kalamazoo, where she had much involvement.

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, and Luksik*

*Nays: None*

## **MOTION CARRIED**

### **REGULAR AGENDA:**

#### **Call to the public.**

Laura Norman, representing the SOC, shared a report.

### **UNFINISHED BUSINESS:**

No unfinished business.

### **NEW BUSINESS:**

#### **11a. Annual Policy Review**

The Policy Committee, Judy Lindstrom and Shane Spradlin, met in August for the annual review of all approved library policies. The purpose of this review is to ensure that these are up to date and continue to meet library needs. Four changes are being suggested.

- The vision and mission statements needed to be updated given the revisions made during the strategic planning process last winter.
- Two policies referred to the Metro Net Acceptable Use Policy which is a remnant of a time when the Library received internet access through Metro Net. That is no longer the case, so Director Moon struck that policy reference from two spots.
- A minor edit was made to the Collection Development Policy. The Collection Development Guidelines were updated to clarify that a Request for Reconsideration form must be completed for each item under review.
- There are a few other minor text and formatting edits made throughout all the policies.

In addition, the Staff Organization Committee (SOC) is submitting their revised bylaws for review. Their bylaws require approval by the Library Board of Trustees. This year, SOC thoroughly reviewed their bylaws which hadn't been revised in several years. Over time, roles have shifted and some of their procedures have changed. The SOC bylaws document is marked up with explanations for the changes embedded in the document. These revisions have been presented to the entire library staff and have been approved by a simple majority vote.

Upon discussion, a motion was made by Judy Lindstrom seconded by Joan Luksik **TO APPROVE THE REVISIONS TO THE LIBRARY'S BYLAWS OF THE LIBRARY BOARD OF TRUSTEES, PRIVACY POLICY, COLLECTION DEVELOPMENT POLICY AND GUIDELINES, INTERNET ACCESS POLICY, AND THE SOC BYLAWS.**

A vote was taken for approval of the motion.

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

*Nays: None*

## **MOTION CARRIED**

#### **11b. Pension and Other Post-Employment Benefits (OPEB) Reporting**

The State of Michigan requires two reports be completed each year regarding the local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations per PA 202 of 2017. The Library's reports have been submitted to the state's Department of Treasury to

verify the Library's compliance with PA 202.

### **11c. Proposal for Library Grounds Drainage Improvements**

At the Building and Grounds Committee meeting on October 12, 2023, Joe Christopher of Spaulding DeDecker presented a proposal to solve the lower-level flooding by improving the drainage around the library campus. After discussion with Joe, the Committee agreed to support moving ahead with the actions proposed by Spaulding DeDecker, including a topographic survey, tree inventory, detention basin, and additional sump pumps. The proposal was reviewed and discussed.

Upon discussion, a motion was made by Keith Carduner, seconded by Judy Lindstrom, **TO APPROVE THE PROPOSAL TO IMPROVE DRAINAGE ON THE LIBRARY CAMPUS FROM SPAULDING DEDECKER, 905 SOUTH BLVD EAST, ROCHESTER HILLS, MI 48307 FOR \$60,250.00.**

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

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

*Nays: None*

**MOTION CARRIED**

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

Keith Carduner inquired about section 7A, cash disbursements, and a check to Applied Imaging for \$16,680.86. This was for the Administration Department's new photocopier. He wanted to know when a capital investment is approved by the Board. According to the purchasing policy, the copier is under this threshold. The Library has purchased copiers from this company before. There is a monetary threshold that determines when the Board's approval is needed. The purchase came out of the capital improvements fund.

Director Moon reported that in the check register, check #2348 to Alma College, was voided. The check was for a lost MeL item, which was found after the cash disbursements were included in the board packet.

Upon discussion, a motion was made by Joan Luksik, 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, Lindstrom and Luksik*

*Nays: None*

**MOTION CARRIED**

### **OTHER:**

Judy Lindstrom spoke about the "Authors to the Pointe" event at the Grosse Pointe War Memorial. She praised Anthony Doerr, author of *All the Light We Cannot See*, who was one of the speakers. This was a brunch, rather than a lunch, and over 200 people attended the ticketed event. She expressed the wish that the librarians look at the authors brought in for a University of Michigan program and consider something similar.

Judy Lindstrom mentioned that the bylaws should be reviewed for the Board of Trustees soon. She recommended that the Policy Committee review them and see if anything needs to be updated and then have the Board review them.

Dani Gillman visited the local author fair at the Library. She thought it was great to see the many different types of books written by people in the area.

Judy Lindstrom expressed gratitude to the Friends for their hard work. There are many things that could not be done without the Friends, due to limitations of spending public tax dollars. Director Moon reported on some of the programs that the Friends of the Library support and how this is promoted.

The next board meeting will be Tuesday, November 21 and will include the election of officers.

At 7:57 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