

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, November 21, 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, Danielle Gillman, Judy Lindstrom, Joan Luksik, and Joy Murray

Trustees Absent: Shane Spradlin

Administration: Library Director Tera Moon; Assistant Director Katherine Bryant; Administrative Assistant Linden Godlove

Guests: Amanda Carroll, SOC representative and Youth Services Librarian; Chris Schlaps, Frank Rewold & Sons

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Upon discussion, a motion was made by Keith Carduner and seconded by Joan Luksik **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman announced that Director Tera Moon celebrated ten years at Bloomfield Township Public Library over the past weekend. Her service has been a gift to everyone. President Gillman also shared a thank you card from the Friends for honoring them during the Friends of the Library week in October. She declared they do so much for the Library and there is so much that the Library could not do without them. She wished everyone a happy Thanksgiving. This season of gratitude provides more incentive to express it. She is grateful to the Board for their service and for the incredible library staff.

**DIRECTOR'S VERBAL REPORT:**

Director Tera Moon thanked the Board for the anniversary wishes.

She announced that 126 library cards featuring the new designs have been registered to this

date.

Phase II of the door access upgrade is now complete with an upgraded system for study room access and reservation. The hardware has been replaced on the study room doors. Patrons must now go online to reserve a room, and they receive a message with their code to unlock the doors. Systems has assisted patrons in shifting to this new feature. The rooms can be reserved on the website, at a kiosk at the Library, and through the new app.

The two open intern positions have been shifted into new Library Assistant positions. The internships, which required applicants to be enrolled in a Library Science Program, have not been attracting any applicants. This requirement has been removed, and the position will be open to those interested in working alongside librarians on public service desks.

The Library was recently subject to check fraud. Measures have been taken to prevent this in the future and our bank has worked with us to resolve this.

The 8<sup>th</sup> annual photo contest will open on January 8 through March 17, with a reception on Saturday, April 13.

**REGULAR AGENDA:**

**Call to the public.**

Amanda Carroll, representing the SOC, shared a report.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a Roof Proposal**

As discussed at the Building and Grounds Committee meeting on October 4, 2023, the Library's roof needs some repairs, specifically around the perimeter. In 2019 the roof was completely rehabilitated by replacing shingles and applying a covering over the existing rubber membrane. Since that time the membrane has been peeling away from the metal edge "gravel stop" that runs around the perimeter of the building. Water is entering via small pockets, affecting the soffit and the cedar fascia. Chris Schlaps (Frank Rewold & Sons) and Richard Renaud (Quinn Evans) have been studying and documenting this problem.

Chris asked the firm Artisan Building Services to assess the problem and offer solutions. Artisan proposed cleaning up the edges, re-adhering them to the gravel stop, and applying a reinforcing tape. There are different kinds of tape, so it was proposed to apply two different kinds and observe how they weather the winter. That work was accomplished in late October 2023.

Chris submitted a proposal to do more work to the roof before winter. He is proposing that Artisan Building Services "peel back, clean, prime, and re-adhere the existing membrane to the existing gravel stop" plus inspect some other spots on the roof that have been identified as problem spots immediately to stop snow and rain from causing more damage. The cost for this

work (which is mostly labor) is \$47,000. That fee includes support from Rewold to coordinate and supervise the work.

The team concluded that the work to re-adhere the membrane will need to be done regardless, and it would be preferable to do it before winter to prevent even more damage from occurring.

The Capital Improvements Program has \$100,000 budgeted for roof repairs. Artisan Building Services has this project tentatively on the schedule for the week after Thanksgiving.

Upon discussion, a motion was made by Joy Murray, seconded by Keith Carduner **TO APPROVE THE PROPOSAL TO CONDUCT REPAIRS TO THE PERIMETER ROOF EDGE TO FRANK REWOLD & SONS, 303 E. THIRD STREET, SUITE 300, ROCHESTER, MI 48307 AND ARTISAN BUILDING SERVICES, 4916 LORE DRIVE, WATERFORD, MI 48329 FOR \$47,000.00.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

### **11b. Election of Officers**

President Gillman presented a slate of officers to serve the 2023-24 term: Dani Gillman, President; Judy Lindstrom, Vice President; Joan Luksik, Secretary, which are the same members that currently hold those offices. It was proposed that they remain the same and the committee members remain the same. This will be voted on in the December board meeting so that all the Trustees have an opportunity to consider if they wish to take on a different role before voting.

### **11c. Bylaws Review**

During the annual policy review, Judy Lindstrom suggested reviewing the bylaws of the Library Board of Trustees as a group. Her vision is to spend some time at each board meeting discussing the bylaws. Director Moon presented Article 1, section 1, 2, and 3 for the Board to review and discuss. This included the board vacancy procedure and virtual attendance.

This was to ensure a common understanding of the bylaws, as well as to understand how and why the Board operates the way it does.

Any suggested changes will be reviewed by the policy committee and recommendations will be put forth recommendations for changes during the annual policy review in late summer/early fall.

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

No items removed.

## **OTHER:**

Judy Lindstrom wanted to take a moment to applaud bookstores. She went to the Schuler Books in West Bloomfield and was very impressed.

She remarked that the entrance urns needed refreshing.

Joan Luksik expressed her pleasure about the fall promotional postcard, which will be sent to the Township residences that do not have a library card on file at this Library.

There was a sample of Welcome Baby bags that are a gift to early, early readers, and funded by the Friends of the Library.

Judy Lindstrom expressed a wish for a realtor welcome kit to distribute to new homeowners.

The Friends of the Library are updating some of their policies, including their code of conduct and whistleblower. They continue to have record Second Saturday Sales nearly every month. They donated 38 boxes of books throughout the community recently.

The next board meeting will be Tuesday, December 19. PA 152 will be discussed.

At 8:26 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