

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, December 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, Danielle Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: None

Administration: Library Director Tera Moon; Administrative Assistant Linden Godlove

Guests: None present

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman declared it is the most wonderful time of the year. She expressed her love for hearing the voices of young people having a good time at the Library. The winter reading challenge is about to begin. It has been a great year at the Library, with great programs, a lot of fun, and great progress on the strategic plan. She loves serving on the library board with the other trustees.

**DIRECTOR'S VERBAL REPORT:**

Director Tera Moon expressed wishes for a warm and cozy end of 2023 and a bright and shining 2024.

The MLA has drafted legislation to help protect libraries and intellectual freedom with a piece

of legislation on the Freedom to Read. The legislation requires that libraries have a request for reconsideration procedure and reinforces the standard process used by most public libraries, and has incorporated a few simple, yet distinct ideas.

As of October, this draft legislation was on the desks of two House members and will hopefully be introduced when legislators return to Lansing in early 2024.

Director Moon updated the Trustees on some updates to the Library's email newsletter database and a tweak to program registration.

Information about the millage renewal proposal is being shared, including an article on the cover of the Library's winter newsletter. A video of Dani Gillman, Library Board President, and Tera Moon, Library Director, at the Bloomfield Township Trustee meeting in the fall has been distributed. The information has been relayed in an article in *Downtown* and the Oakland County elections website. This was the subject of this month's staff training; particularly what staff are permitted to say and do with library resources. A webpage with information that coincides with the newsletter article has been created. Director Moon will share information about the updated website when it is available. There will be an increase in messaging around mid-January to coincide with the distribution of absentee ballots. There will be four opportunities for residents to attend an information session with the Director, hear details, and ask questions: January 17 and February 15, at 2:00 p.m. and 7:00 p.m. on both days. Early voting starts February 17.

Director Moon reported on some incidents involving vandalism of library furniture involving racist symbols plus an incident of unsanctioned postings placed around the Library. These have been reported to the Bloomfield Township Police Department.

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, Lindstrom, Luksik, Murray and Spradlin*

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

**Call to the public.**

None present.

**10. UNFINISHED BUSINESS:**

**10a. Election of Officers**

At the November 21 Library Board of Trustees regular meeting, Board President Dani Gillman presented the nominating committee to select officers and committee assignments for 2024. The nominating committee made a recommendation for officers and committee assignments to remain the same throughout the 2024 year.

Joan Luksik presented a slate of officers to serve the 2023-24 term: **Dani Gillman, President; Judy Lindstrom, Vice President; Joan Luksik, Secretary.**

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **TO APPROVE THE SLATE OF OFFICERS AND COMMITTEE ASSIGNMENTS FOR THE PERIOD JANUARY 2024-NOVEMBER 2024.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

### **10b. Bylaws Review**

The primary goal of the discussion is to ensure a common understanding of the bylaws. This is an opportunity to understand how and why the board operates the way it does.

This month Article II, Sections 1-5 was discussed. This Article establishes how many and which officers the Board of Trustees should have, the term of the officers, and the roles of the officers.

## **11. NEW BUSINESS:**

### **11a. PA 152**

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option, or (3) to be exempt.

Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

The library administration recommended adopting Option 2, known as the 80/20 option, for 2024 as it provides a lower health care cost for library employees. The Personnel Committee communicated via email in support of this recommendation. The Library Board prioritizes what option benefits the employees and makes certain to weigh all the costs.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2024.**

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

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

*Nays: None*

**MOTION CARRIED**

### **11b. Director's Evaluation**

December is traditionally the time of year when the Personnel Committee requests the Board's input on the Library Director's performance during the past fiscal year.

The evaluation process begins with a report from the Library Director to the Board summarizing her activities during 2023. The report, as well as the Director's evaluation form, will be sent before the beginning of January 2024. The Trustees will have until January 13, 2024 to submit their comments to the Personnel Committee.

The Personnel Committee will then compile the Board's input to complete the Director's performance evaluation, share the results, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 20, 2024 board meeting.

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

Shane Spradlin wanted to know about the check for postage. There were insufficient funds for the postage meter and a check was required. He inquired about Sage, the finance software for accounting, which is an annual expense. He wanted to know about the repairs around the building, which are conducted by LJ Rolls. For this period, they included plumbing, electrical repairs, and the HVAC system, as well as leaks in toilets and conduits in the lower level. He wanted to know about the ADA accessibility on the website software, Monsido, and mentioned that he has experience handling this. Augies Building expense is for janitorial services. He wanted to know about the asset allocations and the investments. Director Moon replied that she and the Finance Coordinator will make this a project for 2024-2025. Keith Carduner also had inquiries about the large expense paid to LJ Rolls, which Director Moon explained is covering multiple invoices. These include repairs on many systems. Carduner wondered what determines when the Building and Grounds Committee is involved. Director Moon explained that several factors determine that, including the dollar amount of the project and how much the project impacts public service and library operations. Joan Luksik thought the Building and Grounds committee might need a report on the repairs. There was a suggestion of a breakdown of the bills so that items are delineated. Joan Luksik wanted to know more about Monsido, and the compliance of the website. This software ensures that the website is ADA compliant.

Upon discussion, a motion was made by Joan Luksik, seconded by Shane Spradlin **TO APPROVE THE ORDER OF ITEMS REMOVED FROM THE CONSENT AGENDAS.**

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

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

*Nays: None*

## **OTHER:**

Joy Murray said the Friends of the Library have received a \$25,000 grant from the Michigan Non-profit Relief Fund. This is money that was lost due to the pandemic.

Shane Spradlin said he asked a librarian to help find books about a topic enjoyed by his three-year-old nephew. She did extensive research and found ten books on the subject that were greatly enjoyed.

Dani Gillman had a recent experience with a patron reaching out with concerns. It was regarding an author's note in the back of a book in the youth department. His concern was not in the book's material, but he disagreed with the author's point of view. She directed him to the request for reconsideration policy page. She shared where he could express his opinion. He said he did not believe in censorship but wished to make his feelings known to the board and the library director. She wanted to emphasize that the patron was able to voice his opinion, and everyone was able to have equal access to the material.

Judy Lindstrom thought the entrance urns looked very lovely.

The next board meeting will be Tuesday, January 16, 2024. During the meeting, the fines and fees schedule will be reviewed. The OPEB trust will be discussed.

At 8:08 p.m. President Gillman adjourned the meeting.

Submitted by:

A handwritten signature in cursive script, appearing to read "Joan Luksik".

Joan Luksik, Board Secretary