

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, January 16, 2024, 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, Joy Murray, and Shane Spradlin

Trustees Absent: Joan Luksik

Administration: Library Director Tera Moon; Finance Coordinator Monica Gower;  
Administrative Assistant Linden Godlove

Guests: Circulation Clerk and SOC representative Laura Norman, and Circulation Department Head Anna Pelepchuk

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

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman wished everyone a happy and healthy New Year. It will be an exciting year at the Library with the millage renewal vote in February and the Trustees re-election on the ballot in November. The photo contest has also been underway, adding to the anticipation of the year.

**DIRECTOR'S VERBAL REPORT:**

Director Tera Moon reported that it is always difficult to determine if it is safe to keep the Library open or close it due to weather. The Library remained open on Friday; however, the roads were treacherous. On Saturday, the poor weather conditions continued, and it was

decided that the Library would close.

The minimum wage increased January 1, 2024 from \$10.10 to \$10.33. Director Moon explained the impact this has on staff wages.

Director Moon provided an update about millage renewal information. There will be four opportunities for residents to attend an information session with the Director and 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.

The Ambassadors Group will meet on Tuesday, January 23. The millage renewal proposal and strategic plan updates will be reviewed.

The Suburban Mobility Authority for Regional Transportation (SMART) is launching a series of public meetings in Macomb, Oakland, and Wayne counties as well as online sessions beginning next week to gather feedback. One of the meetings will be held at the Library.

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

*Nays: None*

**MOTION CARRIED**

## **REGULAR AGENDA:**

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

Laura Norman, representing the SOC, shared updates.

## **10. UNFINISHED BUSINESS:**

### **10a. 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 III, Sections 1-8 was discussed. This Article establishes when the Board of Trustees meets and how frequently; defines a quorum; tells us what to do if there isn't a quorum; and other items relating to attendance of meetings.

## **11. NEW BUSINESS:**

### **11a. Fines & Fees Fiscal Year 2024/2025**

The Department Heads and Administration conducted an annual review of the Library's Fines and Fees schedule in preparation for completing the Fiscal Year (FY) 2024-2025 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. This year, it is proposed to eliminate all overdue fines, which represent a large portion of the schedule. Other

changes include edits for clarity, consistency, and streamlining, as well as a revision of the page devoted to Downloadables.

Upon discussion, a motion was made by Joy Murray, seconded by Judy Lindstrom **TO APPROVE THE FY 2024-2025 SCHEDULE OF FINES & FEES AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2024.**

*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 THE CONSENT AGENDA**

- Trustee Shane Spradlin removed 7a. He asked what Augies Building Services is. Moon reported it is janitorial services. He asked what Innovative Interfaces is. Director Moon reported it is a software firm that creates the integrated library system (ILS).
- Trustee Shane Spradlin removed 7b. He asked for clarification in evaluating the Library's financial performance. Director Moon reviewed this with the group and promised to consider other ways of presenting this information.
- Also on 7b Trustee Shane Spradlin asked when the Library's investments would be reviewed for a greater return. Director Moon reported it is a goal for the next fiscal year.
- Trustee Keith Carduner on 7a requested more information about the expenditure to Innovative Interfaces. Director Moon explained the expenditure is for the ILS. He wanted clarification on when an item is reviewed and approved by the Board. This item had been listed in the budget, which the Board had approved.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray **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*

### **OTHER:**

There was discussion of the sculpture donated recently.

The next board meeting will be Tuesday, February 20, 2024. The Director's Evaluation will be discussed.

At 8:22 p.m. President Gillman adjourned the meeting.

Submitted by:

A handwritten signature in black ink that reads "Judy Lindstrom". The signature is written in a cursive style with a large, looping initial "J" and a distinct dot over the "i" in "Lindstrom".

Judy Lindstrom, Vice President