

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, February 20, 2024, 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: Dani Gillman, Judy Lindstrom, Joan Luksik, and Shane Spradlin

Trustees Absent: Keith Carduner and Joy Murray

Administration: Library Director Tera Moon; Assistant Director Katherine Bryant

Guests: Youth Services Librarian and SOC representative Amanda Carroll

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

Upon discussion, a motion was made by Judy Lindstrom, 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: Gillman, Lindstrom, Luksik, and Spradlin*

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman discussed early voting at the Library. She was excited to vote in the Library and proud to welcome the community into the building to vote. She has heard great support for the Library millage renewal proposal from the community thus far.

**DIRECTOR'S VERBAL REPORT:**

Director Tera Moon provided updates on the millage renewal proposal. The annual All-Staff Meeting will be held on February 29. The Library will celebrate March is Reading Month with Kindergarten Readers' Roundups and special displays and activities. Director Moon also shared updates on children's literature awards, the early childhood play area in Youth Services, and the Library's 60<sup>th</sup> anniversary in October 2024.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Shane Spradlin, **TO APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

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

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

*Nays: None*

**MOTION CARRIED**

## **REGULAR AGENDA:**

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

Youth Services Librarian Amanda Carroll, representing the SOC, shared updates regarding the proposed slate of SOC representatives for 2024-2025.

## **10. UNFINISHED BUSINESS:**

### **10a. Bylaws Review**

The primary goal of this 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. The Board reviewed and discussed Article IV, Sections 1-2. This Article establishes standing committees and how trustees are selected for the committees.

## **11. NEW BUSINESS:**

### **11a. Review of Budget Reports**

In response to recent questions, Director Moon reviewed the Library's financial reports and budget process. She went over the financial reports that are provided in the monthly board packet and how the Trustees can use these to evaluate the Library's financial position. She provided an outline of the process of developing the budget, the goals of the budget as a document, and the Board's role in the budget. She shared information about the new color coding on the General Fund Budget document.

### **11b. Updates to Solicitation Guidelines**

As the Library is serving as an early voting polling location, Director Moon proposed updates to the Solicitation Guidelines and the Rules of Conduct. The updates include rules to ensure that campaigning during early voting periods does not interfere with patrons' use of the Library. The goals include ensuring that patrons have easy ingress and egress and that library grounds are not damaged by signs or other campaigning activity. In Michigan, it is illegal to attempt to persuade someone to vote for or against a specific candidate, party, or ballot question within 100 feet of a polling place. The updated versions of the Solicitation Guidelines and the Rules of Conduct include this 100 foot rule for campaigning, and also update the rule for petitioners to 100 feet for consistency.

Upon discussion, a motion was made by Joan Luksik, seconded by Judy Lindstrom, **TO APPROVE THE REVISIONS TO THE LIBRARY'S SOLICITATION GUIDELINES AND RULES OF CONDUCT.**

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

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

*Nays: None*

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

- Trustee Shane Spradlin removed 7A. He inquired about database usage and if the Board should provide input on these expenses. Director Moon explained that the librarians are responsible for these decisions.
- Trustees Shane Spradlin and Joan Luksik inquired about the expense for Midwest Tape. Director Moon explained that this is a deposit payment for hoopla, which charges per patron checkout, with the specific charge based on the specific title. She also explained that the DVDs are primarily movies and TV shows.
- Trustee Shane Spradlin inquired about the Amazon Capital expense. Director Moon explained that this includes multiple orders.
- Trustee Shane Spradlin removed 7B. He remarked that he loves the color coding on the budget. He remarked on the increased investment earnings. He also shared copies of the detailed General Fund Budget, which he received with the Finance Committee packet, and suggested including this in the regular board packet.
- Trustee Judy Lindstrom recommended advertising meeting room rentals in order to better serve the community and increase revenue in this category.
- Director Moon shared additional information about the Innovative Interfaces invoice that was discussed at the January Board Meeting.

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

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

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

*Nays: None*

### **OTHER:**

Shane Spradlin inquired about the press mentions that involved the SMART meetings. Director Moon explained that they held a meeting at the Library, and it was getting a lot of attention.

Joan Luksik inquired about the new location code for the teen collection included in the strategic plan memo. Assistant Director Katherine Bryant explained that Materials Services made this change in preparation for the new online catalog, Vega, to make the teen collection easier to find.

Dani Gillman inquired about the last Friends Book Sale, which raised nearly \$7,500 in sales and donations.

Director Moon shared information about the 50 Book Challenge.

President Dani Gillman called the meeting into closed session at 7:55 p.m. to discuss the Director's evaluation and contract renewal. At 8:06 p.m. Director Moon was called into the closed session. Trustees Judy Lindstrom and Joan Luksik informed her that a contract renewal and salary increase were agreed upon.

President Dani Gillman called the meeting back into regular session at 8:13 p.m.

The next board meeting will be Tuesday, March 19, 2024.

At 8:13 p.m. President Gillman adjourned the meeting.

Submitted by:

A handwritten signature in black ink, reading "Joan Luksik". The signature is written in a cursive style with a large, looping initial "J".

Joan Luksik, Secretary