

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, March 19, 2024, 7:00 p.m.
Library Board Room

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, Dani Gillman, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: Judy Lindstrom

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

Guests: Circulation Clerk and SOC representative Laura Norman

Trustees Joan Luksik requested **7A and 8B** and Shane Spradlin requested **7A** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Joy Murray, 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 8B.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Dani Gillman thanked the community for approving the millage and bestowing faith and trust in the Library. The 72% approval vote is a testament to the work of the incredible staff and the amazing programs the Library provides. That millage makes the budget discussion easier. The current fiscal year closes this month. March is reading month, and she praised the creative and fun ways the staff promote literacy. This is the Library's 60th anniversary year and there will be a celebration. She looks forward to inviting the community. Today is officially the first day of spring.

DIRECTOR'S VERBAL REPORT:

Director Tera Moon expressed gratitude to the residents of Bloomfield Township for voting to approve the millage renewal. Thanks to the community's support there is a great budget to review tonight. "We are inspired and energized to remain one of your favorite things in the community," she said.

Vega, the new user interface for the Library's online catalog, has gone live. There was an issue of payment of fees on patron records, but the vendor is addressing that.

The “Distracted Librarians” podcast has been created by Adult and Teen Services Librarians Drew Heuser and Emily Benoit and Youth Services Librarians Nicole Gillies and Killian Weston. Episodes cover a variety of topics related to media consumption including reading. The librarians have used BCTV’s podcasting studio to record the content. BCTV has helped produce and edit it.

A total solar eclipse will occur on Monday, April 8. The Library will begin distributing solar eclipse viewing glasses on Monday, March 25 at the Adult and Teen Services Desk and the Youth Services Desk to Bloomfield Township library cardholders, while supplies last. The Eclipse-a-palooza on Thursday, April 4 will feature the Michigan Science Center Portable Planetarium and other activities.

The 8th Library Photo Contest closed on Sunday, March 17. The Library received 125 photographs from 71 photographers. People’s choice voting opens on the Library’s website next week. The expert judges will choose winners for Best in Show and in the different age categories on April 4. The winners will be revealed at the reception on Saturday, April 13.

There will be a 60th anniversary celebration of the community in honor of the Library’s anniversary. This all-ages event, called “Applause, Applause,” will be on Saturday, October 5 from 4:00 p.m. to 7:00 p.m. The subcommittee discussed creating a carnival atmosphere that will inspire optimism and community. The committee meets this Thursday, March 21 at 10:00 a.m. to discuss sponsorship opportunities.

The staff committee that was working on HR-related goals recommended conducting a compensation and classification study to include a review of positions. The RFP process will be managed by Director Moon and Assistant Director Bryant. An RFP document will be posted next week with a goal to make a recommendation to the Board at the May board meeting.

Youth Services Assistant Department Head Lauren Catoni-Ellis oversees the Accessibility Services Collection (ASC). She is conducting a survey related to accessibility services including spaces, events, and collections to reach out to people with disabilities, parents/caregivers of people with disabilities, medical professionals, and educators about their needs and their experience with the Library and other public places. The survey is available through the Library’s website and will be promoted over the next few weeks.

The Library has received the annual audit engagement letter from Alan Panter at Yeo & Yeo. Fieldwork will take place May 6-7 at the Library. The audit will be presented in July this year, instead of September. The audit will be more relevant if reviewed sooner.

Assistant Director Bryant shared about recent monthly staff training called “Stop the Bleed,” as proposed by library ambassador Andy Saxe. It teaches how to respond if there is a traumatic injury. Trinity Health Oakland trauma services staff presented this training, which educated and empowered library staff.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Circulation Clerk Laura Norman, representing the SOC, welcomed new SOC members for 2024-2025: Adult and Teen Services Librarian Drew Heuser and Maintenance Assistant Tom Corliss. She continues to serve on the SOC for another year.

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 V, Sections 1-3. This Article outlines the Board's role of hiring and evaluating the Library Director and defines the role of the Library Director.

11. NEW BUSINESS:

11a. FY 2023/2024 Amended Budget and FY 2024/2025 Proposed Budget

Director Moon presented the proposed balanced budget that includes the FY 2023-2024 amended budget and the FY 2024-2025 proposed budget for the Board's review.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joan Luksik **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE PROPOSED GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2024 - MARCH 31, 2025, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

\$9,697,191 Revenues

\$9,638,390 Expenditures

- **FUND BALANCE RESERVES SHALL BE INCREASED BY: \$58,801 NET REVENUE/EXPENDITURES.**

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE DRAINAGE IMPROVEMENT PROJECT.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2023 - MARCH 31, 2024, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

\$8,918,390 REVENUES

\$10,861,800 EXPENDITURES

- **FUND BALANCE RESERVES SHALL BE DECREASED BY: (\$1,943,410) REVENUE/(EXPENDITURES)**

THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE DOOR ACCESS UPGRADE PROJECT.

A vote was taken for approval of the motion.

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

Nays: None

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray **TO APPROVE ON A TOTAL FUND BASIS THE PROPOSED GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2024 - MARCH 31, 2025, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY:**

<u>\$700</u>	<u>Revenues</u>
<u>\$162,195</u>	<u>Expenditures</u>

TO APPROVE ON A TOTAL FUND BASIS THE AMENDED GIFT FUND BUDGET, AS ATTACHED, FOR THE CURRENT FISCAL YEAR APRIL 1, 2023 - MARCH 31, 2024, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

<u>\$76,231</u>	<u>Revenues</u>
<u>\$237,726</u>	<u>Expenditures</u>

A vote was taken for approval of the motion.
Ayes: Carduner, Gillman, Luksik, Murray, and Spradlin
Nays: None

11b. Bank Signatories

With the recent staff change in the Bloomfield Township Treasurer's office, an update to the bank signatories is required. Mary Jevahirian is the new Bloomfield Township Deputy Treasurer. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray, **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE MARCH 19, 2024.**

A vote was taken for approval of the motion.
Ayes: Carduner, Gillman, Luksik, Murray, and Spradlin
Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Joan Luksik removed 7A to inquire about Value Line in print and digital. Director Moon said this is an appreciated resource and it is to accommodate different preferences. This is an annual payment.
- Trustee Shane Spradlin removed 7A inquiring about Flagstar Bank, which was a credit card payment, and Sentinel, which is an IT consulting firm that also provides licensing services.
- Trustee Joy Murray requested that annual, monthly, and other timelines be regularly noted. Trustee Shane Spradlin suggested that there be parameters with a threshold dollar amount.
- Trustee Joy Murray inquired about a study of electronic database use. Director Moon reported this is on the agenda for the April board meeting.
- Trustee Joan Luksik removed 8B to inquire further about the Charnov CD. Isabell Charnov was a former Trustee. The group discussed how to spend the funding and reach out to the Charnov family. Director Moon reported that the family was consulted when the CD was established in 2011. There is a wish for a programming room in Adult and Teen Services, which the CD could be considered for.

- President Dani Gillman expressed appreciation for Finance Coordinator Monica Gower's work on the CD and reinvesting these funds. This is something patrons in the community can do to encourage the love of literacy in a meaningful gift.

Upon discussion, a motion was made by Joan Luksik, 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, Luksik, Murray, and Spradlin

Nays: None

OTHER:

Trustee Shane Spradlin inquired about the Strategic Plan memo, pages 91 and 92. He asked about the review of the hiring process through diversity, equity, and inclusion. He also asked about the HR recommendation proposed by the Collaborative Culture Committee. He asked about formal procedures for staff to report their concerns. Director Moon would like to update the whistleblower policy. He made some suggestions for employee complaints and recommended a vendor.

Trustee Joan Luksik expressed concern about flooring in repurposed spaces. This is a concern that will be addressed when plans are further developed for space revision.

Trustee Joy Murray inquired about the Library being fines free on April 1. The marketing for this will begin on April 1, 2024. Canton Public Library has been fines free for a year and a half. They have 2.4% items overdue in a recent report, vs. 4% from before they were fines free.

Trustee Joy Murray reported that the Friends Second Saturday Sale earned a little over \$6,200. The Friends shared 47 boxes of books and other materials in outreach around the state.

The next board meeting will be Tuesday, April 23, 2024.

At 8:09 p.m. President Gillman adjourned the meeting.

Submitted by:

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

Joan Luksik, Secretary