

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 18, 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: Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: Keith Carduner

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

Guests: Facility Services Maintenance Assistant and SOC representative Tom Corliss

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

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Dani Gillman expressed her pleasure at being at the Library for the summer reading kickoff that evening. Many families came and enjoyed the spaces, and she appreciated the stations of activity throughout the Library, the food trucks, and people having a good time enjoying the space. She announced she had completed the Library's 50 Book Challenge, and she is very excited. The 50th book she read counts as her first book towards summer reading.

DIRECTOR'S VERBAL REPORT:

Director Moon also acknowledged the summer reading program kickoff day. She expressed her appreciation for the creativity and planning of the staff as well as the teamwork among departments for this program. She is proud of the displays staff create to highlight books and materials, to lift marginalized voices, and highlight the vastness of choice that exists in the Library.

The circulation notices are being updated to new software with added features.

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: Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Tom Corliss, Facility Services Maintenance Assistant, representing the SOC, shared updates of their activities.

10. UNFINISHED BUSINESS:

None.

11. NEW BUSINESS:

11a. Strategic Plan Update

Director Moon announced that the period for the 2023-2025 Strategic Plan is halfway completed. Assistant Director Katherine Bryant provided an update on what has been accomplished so far and what is yet to come.

11b. Roof Repair Phase 2 Expenditure

Last fall, Artisan Building Services re-adhered the roof membrane to the gravel stop around the perimeter of the entire roof. Chris Schlaps of Frank Rewold & Sons asked four contractors to provide quotes to complete the second phase of the roof repair. Chris procured a total of six different quotes from five firms.

Facility Services Department Head Hugo Cardenas, Chris, and Director Moon believe that the best route is to hire Artisan. Installing the additional gravel stop and the tape will fortify the roof perimeter satisfactorily. Artisan's quote is the second lowest quote, and they did a great job with the first phase of the repair. Artisan is also offering an annual roof maintenance agreement for \$4,200.00.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Shane Spradlin, **TO AWARD THE CONTRACT FOR ROOF REPAIR PHASE 2 TO ARTISAN BUILDING COMPANY, 4916 LORE DRIVE, WATERFORD, MI 48329 TO PERFORM THE REPAIR REFERRED TO ABOVE AS OPTION 2.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c. 1-day Liquor License

This year the Library celebrates its 60th anniversary. The Development Committee of the Library Board of Trustees met earlier this year and decided to hold a special event marking the occasion. The event is to be held Saturday, October 5, 2024 at the Library in the afternoon. The Committee expressed a desire to make the theme of the event gratitude to the community that recently passed a millage renewal and has supported and used the Library for these past 60 years. The Committee also decided that alcohol should be part of the celebration. Toasting the Library with a glass of wine or beer makes the event extra special, and offering alcohol adds appeal to age groups that are sometimes left out of library service, namely young adults.

To serve alcohol, the Library must be granted a 1-day liquor license by the State of Michigan and Bloomfield Township. The Library has served alcohol at two previous celebrations: the 50th anniversary gala in 2014 and An International Night at the Library in 2018. For those occasions the Friends of the Library sponsored the 1-day liquor license. The Friends declined to do so for this celebration. The Library will apply in its own right, as a municipality.

One of the elements needed for the application is a resolution from the applicant organization. The application is included with this memo in the packet. There is a form to fill out after this resolution is voted on. The form is on page 6 of the application.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom, **TO RECOMMEND THAT A 1-DAY LIQUOR LICENSE BE APPROVED FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY'S 60TH ANNIVERSARY CELEBRATION TO TAKE PLACE SATURDAY, OCTOBER 5, 2024**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Joan Luksik removed 7B and inquired about the variants in the budget. Taxes and penal fines have not been received yet. Director Moon commented on the timing that income is received, which is normal. The expenditures are two months into the year. Director Moon remarked on other specifics of the expenditures.
- Trustee Shane Spradlin removed 7B and inquired about the expenditure of the pensions and personnel retirement. It may be the first month of the fiscal year, however Director Moon is not certain of the timing pattern when the payments are made.
- Trustee Shane Spradlin removed 7A and inquired about the payment to Bloomfield Township for printing ballots. Oakland County had to print special ballots for Bloomfield Township because of the millage question.
- Trustee Shane Spradlin removed 7A and inquired about Orange Boy. This is a Library vending firm that provides the email newsletter metrics and marketing software. These email marketing platforms send out the monthly *Discover* eNewsletter as well as sub- newsletters. This also collects emails and tracks open

- rates and more nuanced data on how the Library is used to target marketing.
- Trustee Shane Spradlin removed 7A and inquired about the piano tuning, which is done before the University of Michigan chamber music concerts and some other special occasions.
 - Trustee Shane Spradlin removed 7A and inquired about the Flying Locksmith. The doors in the building were rekeyed to have one key, which is necessary for emergencies like power failures.
 - Trustee Shane Spradlin removed the monthly activity report and inquired about hoopla access and virtual use. These lines are in reference to the Library's mobile app. "New devices" are new downloads of the app and "mobile launches" refers to how many times the app has been opened by users in the month.
 - President Dani Gillman removed 7A and inquired about the scanners purchased. These are for outreach events so Circulation can create library card accounts when they are away from the building.

Upon discussion, a motion was made by Joy Murray, 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: Gillman, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

OTHER:

Judy Lindstrom was enthusiastic about the Harry Bertoia documentary screening at the Library.

Judy Lindstrom commented on the new plantings in the entrance urns for the summer.

Joan Luksik commented that the Library is more inclusive with the new motorized chairs and other assistive mobility devices.

Joan Luksik admired the marketing section of the board packet, including the library of things article.

Shane Spradlin suggested marketing the Library as a respite from the summer heat.

Shane Spradlin asked about a listing of businesses in Bloomfield Township so the Library can advertise library card services to employees. Lists can be run using Reference USA, one of the databases the Library subscribes to.

Shane asked about the library of things and if more items would be added. With the spaces improvement project, there might be a dedicated area which would facilitate growth of this collection. This area needs a dedicated staff member that can maintain the materials.

Joy Murray reported another record Friends Second Saturday Sale, yielding close to \$6,000. They have two new board members. They have changed their monthly meeting day to the third

Wednesday of the month and meeting time to 10:30 a.m. They also changed their credit card purchasing minimum.

The next board meeting will be Tuesday, July 16, 2024.

At 7:48 p.m. President Gillman adjourned the meeting. The staff printer RFP will be discussed, and the annual report will be reviewed.

Submitted by:

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

Joan Luksik, Secretary

Proposed