

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 16, 2024, 7:00 p.m.
Library Board Room

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

Trustees Absent: None

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

Guests: Alan Panter, Principal from Yeo & Yeo; Materials Services Clerical Assistant and SOC representative Laura Norman; Students from International Academy

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 Joan Luksik, seconded by Keith Carduner, **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 receives many emails from the national PTA and wanted to share their proposed resolution acknowledging that all students benefit from inclusive curricula and need access to information in school and public libraries to experience a diversity of ideas and oppose book banning. <https://www.pta.org/docs/default-source/files/events/convention/2024/proposed-resolution-on-protecting-access-to-books-and-media-in-schools-and-libraries.pdf>

DIRECTOR'S VERBAL REPORT:

Director Moon addressed the new pages in the board packet: the quarterly database statistical report. The goal of the report is to share usage patterns of a select group of databases and other online resources. These databases represent significant resources of both financial and staff time.

The databases selected represent core resources of this type in the Library's collections. Ancestry,

MorningStar, Reference Solutions, and ValueLine all provide vetted, authoritative information on topics from genealogy to finance to business research. The electronic materials databases of hoopla, Kanopy, Libby, PressReader, and Tumblebooks allow patrons to access books, audiobooks, magazines, newspapers, and more in digital formats from anywhere. They have features that respond to accessibility needs like font sizes and styles and include resources in languages other than English. BookFLIX and Scholastic Teachables support learners and educators in literacy and educational contexts both at home and in school settings.

There was discussion of removing materials from the packet to reduce the size of the packet. It was agreed the meeting room and fines and fees reports were not necessary.

The cedar fascia will be an agenda item at the August 8 Building and Grounds Committee meeting to address questions and concerns of the Board. The roof repair will likely take place around the beginning of August. The drainage improvements project is under review by the Township.

United for Libraries, a subsection of the American Library Association, is offering a virtual conference for trustees, Friends, and foundations on July 31-August 1. The first day is devoted to library trustees and has some interesting topics. The Library of Michigan underwrites this, so there is no cost to attend.

Canton Public Library promoted visiting libraries statewide, including Bloomfield Township Public Library for its gardens.

IT staff will conduct a survey of residents that will help develop future computer class offerings. They will ask questions about topics and schedule.

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, Lindstrom, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Students were in attendance for a class assignment.

Laura Norman, Materials Services Clerical Assistant, representing the SOC, shared updates of their activities.

10. UNFINISHED BUSINESS:

None.

11. NEW BUSINESS:

11a. 2023/2024 Audit Review

Alan Panter, Principal of Yeo & Yeo, provided a verbal overview of the audit.

The Library received a clean or unmodified opinion from Yeo & Yeo for FY 2023-2024.

Mr. Panter answered questions from the Trustees.

Upon discussion, a motion was made by Joy Murray, seconded by Joan Luksik, **TO ACCEPT THE FISCAL YEAR 2023-2024 AUDIT REPORT AS PRESENTED AND PLACED ON FILE.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Fiscal Year 2023/2024 Annual Report

Assistant Director Katherine Bryant shared the Library's 2023-2024 Annual Report.

The Annual Investment Report was included for the board's review as required. This report compares the Library's investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2023/2024 Annual Report will be posted on the Library website.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray, **TO ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2023/2024.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c. Printer Award

Assistant Director Katherine Bryant reviewed the process of reviewing proposals from five companies that responded to the Library's request for proposals for staff printer replacement and maintenance. Director Moon and Assistant Director Bryant responded to questions. Administration recommends awarding the bid to Applied Innovation.

Upon discussion, a motion was made by Joy Murray, seconded by Joan Luksik, **TO AWARD THE BID FOR STAFF PRINTER REPLACEMENT AND MAINTENANCE FOR BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO APPLIED INNOVATION, 5555 GLENWOOD HILLS PARKWAY SE, GRAND RAPIDS, MI 49512.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Shane Spradlin removed 7B and inquired about the budget. He wanted to know about money spent on service databases, which was a large percentage. This is due to timing of billing. He inquired about the building insurance, which was greater than the amount budgeted, but this is also due to the timing of the billing. The Library is on the Township's policy.
- Trustee Joan Luksik removed 7A and inquired about MaintainX. She wanted to know how this interacts with the Library system. It is a web-based portal that can have all facility

invoices input, using AI to track these expenses and time, and provide an analysis and compile reports. Payments are still processed by the Finance Coordinator.

- Trustee Joan Luksik removed 7A and inquired about the expense for Butzel Long legal services. Director Moon explained that legal fees increased because the Library received an EEOC complaint.

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 wished to commend the Friends of the Library for their silent auctions of unique donations in recent months. The Friends earned over \$6,000 for the July second Saturday sale. She applauded their organization of their sales.

The next board meeting will be Tuesday, August 20, 2024. The Myers Scholarship will be awarded before the meeting at 6:30 p.m. During this meeting, the FY 2025/2026 Budget will be reviewed.

At 8:12 p.m. President Gillman adjourned the meeting.

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik". The signature is fluid and cursive, with the first name "Joan" written in a larger, more prominent script than the last name "Luksik".

Joan Luksik, Secretary