

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, August 20, 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, Danielle Gillman, Joan Luksik, Judy Lindstrom, and Shane Spradlin

Trustees Absent: Joy Murray

Administration: Library Director Tera Moon; Assistant Director Katherine Bryant

Guests: Adult and Teen Services Librarian and SOC Representative Drew Heuser; IT Department Head Paul Zink

Dani Gillman requested **7a** and Shane Spradlin requested **Items 7a and 7b** be removed from the consent agenda for regular discussion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Dani Gillman remarked on what a great summer it has been at the Library, with the active summer reading program, the rubber duck hunt, and all the reading! Tonight, we got to honor the Myers Scholarship recipients, which is a lovely tradition to continue.

DIRECTOR'S VERBAL REPORT:

Director Moon congratulated the Myers Scholarship winners.

Director Moon provided updates on the building and grounds projects, since the last Building and Grounds Committee meeting was canceled. The drainage improvement project is still

under review with Bloomfield Township. The roof repairs will begin the week after Labor Day. Facility Services Department Head Hugo Cardenas is still researching options to repair or replace the cedar fascia. The interior renovation project is on pause, while the Library prepares to release an RFP for the project. The monument sign at the corner of Telegraph Rd. and Lone Pine Rd. will be cleaned tomorrow, and some concrete repairs will be made around the parking lot later this week.

The Library has received a request for reconsideration from a library patron. The patron is requesting that the novel *A Court of Thorns and Roses* by Sarah J Maas be moved from the Teen to the Adult section. In consultation with the Adult and Teen Services Department Head and Assistant Department Head, as well as the Librarian who purchases teen fiction, Director Moon has decided to keep the book in the Teen section. According to our procedures, the Library Director makes a decision on a request for reconsideration, shares the request and the decision with the Board, and then informs the patron.

Director Moon shared a culture card created by the Library's Collaborative Culture Committee. This card shares the Library staff's values. It is primarily an internal document, but it will also be found on the website's employment page for potential staff to view.

Director Moon shared several heartfelt patron responses to the prompt, "what is your favorite memory about the Library or reading?" which were gathered during the summer reading program.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Drew Heuser, representing the SOC, provided an update of their activities.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Public Budget Hearing

Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2025-March 31, 2026.

Director Tera Moon thanked the Department Heads, Administration team, and the Trustees for the collective effort to prepare this preliminary budget. She provided an overview of the Fiscal Year (FY) 2025-2026 Preliminary Budget. The final budget for FY 2025-2026 will be presented in March

2025.

Motion to Approve: The Fiscal Year 2025-2026 Preliminary General Fund Budget:

Upon review and discussion of the Fiscal Year 2025-2026 Preliminary General Fund Budget, a motion was made by Shane Spradlin, seconded by Joan Luksik:

TO APPROVE THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2025 – MARCH 31, 2026, IN THE AMOUNT OF \$10,664,698 FOR THE ANTICIPATED REVENUES AND \$8,988,177 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR AND THE FUND BALANCE RESERVES SHALL BE INCREASED BY \$1,676,521.

THAT THE APPROVED GENERAL FUND BUDGET AND TAX LEVY FOR FISCAL YEAR APRIL 1, 2025 – MARCH 31, 2026, BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, FOR THE CURRENT FISCAL YEAR APRIL 1, 2024 – MARCH 31, 2025, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY: \$10,156,741 FOR THE ANTICIPATED REVENUES AND \$9,624,715 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE INCREASED BY \$532,026 THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE STORM SEWER MITIGATION PROJECT.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

Motion to Approve the Fiscal Year 2025-2026 Preliminary Gift Fund Budget:

Upon review and discussion of the FY 2025-2026 Preliminary Gift Fund Budget, a motion was made by Judy Lindstrom, seconded by Keith Carduner:

TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2025 – MARCH 31, 2026, IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$162,195 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Server Infrastructure Replacement Expenditure

Director Moon explained the Library's current IT infrastructure, which includes 27 virtual servers kept on two host servers. These servers have been in constant use since 2018 and will be out of warranty at the end of November 2024. These servers provide many of the essential day-to-day IT services for staff and patrons, and it would be very disruptive to let one fail.

The Library initially planned to use the RFP process for new the new servers but is now seeking approval to bypass the RFP process and purchase from Avalon Technologies, located in Bloomfield Hills. Avalon, a local Dell partner recommended by The Library Network (TLN), offers competitive pricing through Midwestern Higher Education Compact (MHEC) and has provided a quote within the budget. Choosing Avalon is beneficial due to their Dell equipment, which aligns with staff expertise, and the potential for a seamless transition, making them a promising long-term IT partner.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik **TO AWARD THE CONTRACT FOR SERVER HARDWARE REPLACEMENT TO AVALON TECHNOLOGIES, INC. 39533 WOODWARD AVE # 125, BLOOMFIELD HILLS, MI 48304.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c. Holiday Calendar

Director Moon presented the proposed 2025 holiday closing calendar, which includes 11 days closed to the public and two early closings. Staff Development Day would be moved from the first Friday in May to Veterans Day on November 11.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Shane Spradlin **TO APPROVE THE PROPOSED 2025 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Shane Spradlin removed 7B and expressed support for phasing out the single-use plastic bags.
- Trustee Shane Spradlin removed 7A and requested that the cash disbursement comments come first in the packet. He also inquired about how many staff members

have credit cards and how that spending is tracked.

- Trustee Shane Spradlin commented on the layout of the budget and inquired about the percentages for various line items, several of which were annual fees paid early in the fiscal year.
- Trustee Shane Spradlin inquired about the spending for legal fees/services – this was legal fees and the annual audit.
- President Dani Gillman requested clarification on how refunds for billed items are issued. Director Moon explained that the Circulation Desk has a cash till used for accepting fees and issuing refunds. Since the Library stopped collecting overdue fines, we do not add much to that till. We used to have enough money in the till to issue cash refunds as needed, but now the tills were going into the negative. Now patrons will be issued a check for any refunds over \$10.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

OTHER:

President Dani Gillman noted that the Friends of the Library had another record sale in July. She will fill in for Trustee Joy Murray at tomorrow's Friends Board Meeting.

Trustee Keith Carduner inquired about the impact of eliminating overdue fines.

The next board meeting will be Tuesday, September 17.

At 7:56 p.m. President Gillman adjourned the meeting.

Submitted by:



Joan Luksik, Board Secretary