

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 17, 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: Dani Gillman, Judy Lindstrom, Joy Murray, and Shane Spradlin

Trustees Absent: Keith Carduner and Joan Luksik

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 requested **Item 7A** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom and seconded by Shane Spradlin **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM CONSENT AGENDA AS FOLLOWS: 7A**

A vote was taken for approval of the motion.

Ayes: Gillman, Lindstrom, Murray, and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Dani Gillman commented on that with school resuming, library activity will increase with tutoring, studying, and patrons stocking up on books. There is excitement over the 60th anniversary celebration with a fantastic response from the community in registration and sponsorship.

DIRECTOR'S VERBAL REPORT:

Director Moon reported that on August 28 around 5:30 p.m. a strong storm swept through the area and knocked out electricity for many residents. The Library was a popular place to rest in air conditioning and have access to power, with over 1,200 visitors that day and a similar

number the following Thursday. Additionally, there was a small flood in the lower level that day when another storm moved through. The Library has been promoting itself as shelter during power outages.

The absence of fines has not led to a decrease in timely material returns. Circulation Department Head Anna Pelepchuk provided some statistics: from April-August 2024 the return rate was 99.76%, which indicates little change from prior years. This was found comparing the number of check-ins and check-outs. For the same period in 2023 the rate was 99.86%, so minimally higher. However, the rate of renewals was 79% for 2024 for that period, and it was 74% in 2023 for the same period. The minimally higher return rate in 2023 could be offset by the higher renewal rate in 2024. Patrons don't return things quite as promptly without the threat of fines, but the difference is not material.

On September 12, the Library released an RFP for upgrades to its video surveillance system with a deadline of October 28. This was the first time to use BidNet Direct to post the RFP. BidNet Direct is an online portal used by government agencies to publish, distribute, and award contracts. This project will begin in early 2025.

Katherine Bryant and Director Moon are drafting another RFP for interior design and build services, formerly known as "spaces." The plan is to release that in October using BidNet.

There are upcoming changes in Michigan law affecting minimum wage and paid leave for part-time employees. These changes coincide with the compensation and classification study and are being considered along with it. The Library is communicating with Bloomfield Township's HR about this topic. Though each has separate employment policies, it has ensured that practices are aligned through learning and sharing.

The Library has signed up to beta test SMS messaging with Innovative, our integrated library system (ILS) vendor, which provides a software and database system that manages various library functions. Through Innovative, the Library will test SMS (short messaging systems) or text message notices. Patrons would be able to receive various circulation notices - such as overdue and hold pick up reminders - on their cell phones. There had not previously been a module to do so. Innovative is nearly ready to roll this out. The Library will spend about three months in the beta test phase, and the \$5,000 implementation fee will be waived.

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: Carduner, Gillman, Luksik, Lindstrom, and Spradlin

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Tom Corliss, representing the SOC, provided an update on their activities.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Open Discussion

Judy Lindstrom shared updates on “Applause, Applause,” the 60th anniversary celebration. The representative from the catering company, Chartwells, was pleased with the spaces available for their work. They are also assisting with décor for the event. Registration is nearly full. Adult and Teen Services used the Local History display case to promote the event. Director Moon has supplemented the budget with gift funding and additional sponsorship.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Shane Spradlin removed 7A and inquired on the USPS prepay. This is for a bulk postage account for the newsletter.
- Trustee Shane Spradlin removed 7A and inquired about *the Financial Times*, which is the annual fee for an electronic resource version.
- Trustee Shane Spradlin removed 7A inquired about FNBO, which is the bank that issues the employee credit cards.
- Trustee Shane Spradlin removed 7A and inquired about Avalon Technology, which is the company from whom the Library purchased new servers.
- Trustee Shane Spradlin removed 7A and inquired about Diamante Concrete. They replaced curbs around the library campus, including a curb cut for increased accessibility for staff, donations, and deliveries.

A policy must be written for electronic checks to be an option for the Library checks.

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

Nays: None

MOTION CARRIED

OTHER:

Judy Lindstrom inquired about a plant exchange for the landscaping removed.

The next board meeting will be Tuesday, October 15.

At 7:28 p.m. President Gillman adjourned the meeting.

Submitted by:

Judy Lindstrom

Judy Lindstrom, Board Vice-President