

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, October 15, 2024, 7:00 p.m.  
Library Board Room

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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, and Joy Murray

Trustees Absent: Shane Spradlin

Administration: Library Director Tera Moon; Administrative Assistant Linden Godlove

Guests: Laura Norman, Materials Services Clerical Assistant and SOC Representative

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Upon discussion, a motion was made by Keith Carduner and seconded by Joy Murray **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

*A vote was taken for approval of the motion.*

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

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Dani Gillman announced "a huge applause, applause" to the planning committee for the 60<sup>th</sup> anniversary celebration on October 5. It was a fantastic event with a wonderful turnout. People enjoyed the face painting, balloon animals, "stump the librarian" booth, entertainers, and more. She said it was a tribute to the library staff that everyone feels like such a part of the Library, and it was wonderful to see so many people together celebrating.

**DIRECTOR'S VERBAL REPORT:**

Director Moon also praised the 60th anniversary celebration "Applause, Applause," calling it an outstanding success. There were around 524 attendees. Staff worked hard to prepare for the event, collaborated to ensure everything operated beautifully, and worked hard to have everything put back together for the Library's return to general operations the following Sunday. She thanked the Library Board for their work toward the event.

Bloomfield Community Television, better known to us as BCTV, is celebrating Community Media Day on October 20 by giving out awards, and the Library is receiving "The Heart of Our Community" award. Community Media Day and the awards celebrate organizations and individuals that "bring awareness to the importance of free speech and accessible media for all

individuals to have their voices heard.” The Library is receiving the community partner award. It will be presented at the Township’s regular meeting on Monday October 28. Tera will be present to accept the award and expressed hope that one of the trustees could also be present.

Saturday, October 26 through Sunday, November 3 is early voting at the Library. The Library has held four early voting events, and this marks the one-year anniversary of becoming a voting location. Bloomfield Township, Southfield Township, and the City of Birmingham voters all can vote at the Library.

Adaptive Umbrella, a virtual workshop for caregivers, educators, and their supporters, took place on Tuesday, October 1 at 10:00-3: 30. There were over 300 attendees from around the world. The Library received rave reviews about the speakers and topics presented, with thanks to Youth Services Department Head Jen Taggart and Assistant Department Head Lauren Catoni-Ellis for planning and presenting this worldview-changing conference. The Friends of the Library were thanked for their financial support.

Starting November 4, the Youth Services Department is going to assess the community's current needs for world language materials by surveying patrons, especially parents and educators.

Since 2020, the Library Ambassadors group has been meeting four times a year. They were assembled to capture the talented and dedicated people who applied to become library trustees. They have supported work on the 2023-2025 strategic plan and the millage renewal in 2024. They will likely contribute towards the spaces project, where library areas and furniture will be reimaged in anticipation of future needs. Director Moon and President Gillman decided to have the Ambassadors meet three times a year. The October meeting was cancelled, and the next meeting will be January 28.

The Library will host a Trick or Treat Night on October 29. The festivities span all departments and the entire campus, including the parking lot. The fun starts in Youth Services, where attendees can decorate a bag and pick up their first treats. Food trucks will be set up in the parking lot offering food for purchase.

Bloomfield Township Public Library is partnering with West Bloomfield Township Public Library to host Shelby Van Pelt, author of *Remarkably Bright Creatures*, on March 5, 2025. WBTPPL asked if this Library would be interested in splitting the costs, which we agreed to. This book is very popular, and patrons will love this opportunity. The latest round of wish list items contains a request for funding to make this possible.

Annually, staff complete a set of open-ended questions for “Midyear Feedback.” This provides an opportunity for staff to share their perspectives about the Library, things they are proud of, and areas where they see more work to be done. The Human Resources Information System that was acquired in the summer, BambooHR, was used to distribute, complete, and receive the surveys. Using BambooHR made the process monumentally easier for all. 98% of active staff completed forms. The Library management team uses this feedback to make informed

decisions on how best to support staff.

Tera also showed concierge items that are repeatedly requested by patrons. These items include charging cables, headphones, band aids, and sanitizing wipes. The items are branded and are meant to be giveaways, with funding provided by the Friends.

**REGULAR AGENDA:**

**Call to the public.**

Laura Norman, representing the SOC, provided an update on their activities.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a. Annual Policy Review**

The Policy Committee, Judy Lindstrom and Shane Spradlin, met in August for the annual review of all approved Library policies. This review is to ensure that these are up to date and continue to meet Library needs.

Director Moon identified several policies that the Library should adopt. Some of the policies codify ways in which the Library already operates, but two are new, which are a security camera policy and a whistleblower protection policy.

As a group of staff have started working on upgrading the Library's security cameras, it was discovered that the Library should have a public policy that outlines how the cameras will be used and other details. This will guide staff's use of the cameras to help ensure safety and security and will let the public know how they can expect video files to be accessed and used.

The whistleblower protection policy was inspired by one of the staff committees that has been examining workplace culture. One of the themes for the committee has been establishing mechanisms for staff to provide feedback to management, both anonymous and signed. A whistleblower protection policy supports establishing procedures for the most serious kind of feedback: reporting fraud or illegal activity without fear of retaliation.

The Library's legal counsel on library law matters is Anne Seuryneck of Foster Swift. Upon review of the draft policies, Anne suggested purchasing a model policy from Foster Swift for the security camera policy and asked her colleague Michael Blum to review the whistleblower protection policy as he has expertise in labor matters. The committee reviewed and accepted counsel's suggestions.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik **TO APPROVE A SECURITY CAMERA POLICY AND A WHISTLEBLOWER PROTECTION POLICY AS INCLUDED IN THE LIBRARY'S POLICY MANUAL.**

A vote was taken for approval of the motion.

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

*Nays: None*

**MOTION CARRIED**

### **11b. Pension and Other Post-Employment Benefits (OPEB) Reporting**

The State of Michigan requires two reports to be completed each year regarding the local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations per PA 202 of 2017. The Library's reports have been submitted to the state's Department of Treasury to verify the Library's compliance with PA 202.

### **12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**

- Nothing was removed

#### **OTHER:**

Judy Lindstrom added her praise to the 60<sup>th</sup> anniversary celebration. The rest of the Trustees added their praise for the food and entertainers.

Joan Luksik commented on the Friends of the Library week and the Board's plans to honor the Friends.

Judy Lindstrom praised the entrance urns.

The next board meeting will be Tuesday, November 19. The compensation and classification study report will be reviewed.

At 7:48 p.m. President Gillman adjourned the meeting.

Submitted by:



Joan Luksik, Board Secretary