

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 17, 2024, 7:00 p.m.
Library Board Room

At 6:30 p.m. Trustees Keith Carduner, Dani Gillman, Joan Luksik, Joy Murray, and Shane Spradlin were sworn in with Township Clerk Deana Mondock.

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, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: Judy Lindstrom

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

Guests: Tom Corliss, Facility Services Maintenance Assistant and SOC Representative

Joy Murray requested **Items 7a** and Shane Spradlin requested **Items 7a, 7b, and 8c** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Keith Carduner and seconded by Joan Luksik **TO APPROVE THE ORDER OF ITEMS AS LISTED ON THE AGENDAS WITH THE FOLLOWING ITEMS REMOVED FROM THE CONSENT AGENDA AS FOLLOWS: 7A, 7B, and 8C.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Dani Gillman wished Trustee Joan Luksik a happy birthday. There was much rejoicing in Dani's home, as her husband's pog game collection is currently part of a library display of toys from the 1970s, 1980s, and 1990s. Most of the items were from the personal collections of Administration staff. Earlier this evening the Trustees were sworn in by the Township Clerk. She expressed that it is an honor to serve, and she looks forward to the next four years working together with the other Trustees. She thanked everyone for their support

during the two years that she served as President.

DIRECTOR'S VERBAL REPORT:

Director Moon thanked Dani for her service as President and she thanked the board for their service as well. She acknowledged the library staff, who work during the holiday weeks because the Library is open to the public when many other businesses and organizations are closed. "They are here and ready to serve over the next couple of weeks." Youth Services is offering some family drop-in programs over the winter break, including an after-hours vintage video game night on Friday, December 27 and a magic show on Friday, January 3.

The winter reading challenge starts this Saturday, December 21. Information is on the library website, including how to log reading over the winter for the chance to win prizes.

Judy Lindstrom donated gift cards in appreciation of staff. These were distributed via a random daily drawing, called 22 Days of Cheer. Judy hopes to spread optimism to the staff and wants to ensure that they know how valued they are by the Trustees. Thank you, Judy, and all our Trustees.

Staff vacancy updates: a new Facility Services Department Head may be announced before the end of December. The Finance Coordinator vacancy will be posted before the end of this week. It is hoped that the role will be filled by late February or early March. Director Moon has leads for temporary help options to perform the basic duties of the position in the interim.

Director Moon provided a correction to the packet. The monthly activity report on page 22 had an error in the number reported for circulation of Youth materials. The number should be 18,610. This has been updated in the reports so the end-of-the-year number will be accurate.

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, Murray, 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. Election of Officers

Board President Dani Gillman presented the nominating committee to select officers for 2025. The nominating committee made a recommendation for officers for 2025.

Joan Luksik, representing the nominating committee, presented the slate of officers to serve the 2024-25 term: **Shane Spradlin, President; Judy Lindstrom, Vice President; Joan Luksik, Secretary.**

Upon discussion, a motion was made by Joan Luksik, seconded by Keith Carduner **TO APPROVE THE SLATE OF OFFICERS FOR THE PERIOD JANUARY 2025-NOVEMBER 2025.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Bank Signatories

With the recent change in the Library Board of Trustees and the changes to elected officials at Bloomfield Township, a resolution to approve a change in bank signatories is needed. As per the procedure required by financial institutions, a copy of a duly signed board resolution is required for bringing change to the bank account authorized signatories.

Upon discussion, a motion was made by Dani Gillman, seconded by Shane Spradlin **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS CORRECTED, EFFECTIVE DECEMBER 17, 2024.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11c. PA 152

Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option, or (3) to be exempt. Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

The library administration recommended adopting Option 2, known as the 80/20 option, for 2025 as it provides a lower health care cost for library employees. The Personnel Committee support this recommendation. The Library Board prioritizes what option benefits the employees and makes certain to weigh all the costs.

Upon discussion, a motion was made by Keith Carduner, seconded by Joy Murray **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2025.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11d. Video Surveillance System Upgrade RFP Award

Assistant Director Katherine Bryant shared the process of reviewing proposals from seven companies that responded to the Library's request for proposals for video surveillance system upgrades. Director Moon and Assistant Director Bryant responded to questions from the Board. Administration, IT, and Facility Services recommend the bid be awarded to FlyLock Security Solutions.

Upon discussion, a motion was made by Shane Spradlin and seconded by Joy Murray **TO APPROVE AWARDING THE VIDEO SURVEILLANCE CAMERA BID TO FLYLOCK SECURITY SOLUTIONS, 2685 LAPEER RD., STE. 210, AUBURN HILLS, MI 48326.**

A vote was taken for approval of the motion.

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

Nays: None

11e. Director's Evaluation

December is when the Personnel Committee requests the Board's input on the Library Director's performance during the past fiscal year.

The evaluation process begins with a report from the Library Director to the Board summarizing her activities during 2024. The report, as well as the Director's evaluation form, will be sent before January 2025. The Trustees will have until January 17, 2025, to submit their comments to the Personnel Committee.

The Personnel Committee will then compile the Board's input to complete the Director's performance evaluation, share the results, and make a formal recommendation to the full Library Board regarding the Director's performance and contract at the February 18, 2025, board meeting.

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Joy Murray removed 7A and inquired about refunds to patrons for a returned billed item. If library materials are lost and paid for, patrons are refunded if they return the item. Without collecting library fines, the Library no longer has a large cash till, so check requests must be made for refunds above \$10.
- Trustee Shane Spradlin removed 7A and inquired about Great Oaks Maintenance for the snow removal, which is charged in installments. This is for the first two installments.
- Trustee Shane Spradlin removed 7A and inquired about the \$500 payment for the message on hold service. This is a custom recording the Library pays for which plays when callers are on hold. It provides information about library services and events.
- Trustee Shane Spradlin removed 7A and inquired about Weiss ratings, Inc. This is a financial publication that rates banks.
- Trustee Shane Spradlin removed 7A and inquired about JP's piano moving. This is for moving the piano on and off the stage for the chamber music concerts.

- Trustee Shane Spradlin removed 7B and commented on the budget. He wanted to know why the circulation fines are at 100% of the budgeted amount.
- Trustee Shane Spradlin removed 7B and commented on the budget for payroll, which is at 62% instead of 66%. Director Moon said this was likely due to the timing. The number had been higher through most of the year.
- Trustee Shane Spradlin removed 7B and commented on the repairs budget, which is at 82% of the budget. Director Moon said she is watching this closely. Many repairs have needed to be done this fiscal year.
- Trustee Shane Spradlin removed 7B and commented on the investment returns and the 4.73% interest rate. He remarked that Schwartz and Company is doing a great job getting that rate.
- Trustee Shane Spradlin removed 8C and commented on the Personnel Committee meeting. He asked about the minimum wage, which will be raised for the Pages on January 1. There will be another increase to minimum wage in February, but the Library is opting to raise it to that rate at the beginning of the year rather than raising it twice. He asked for more details about benefit time in relation to the upcoming changes to the Michigan Paid Medical Leave Act (PMLA).

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

Nays: None

OTHER:

Joy Murray announced the Friends had earned \$7,120 at their most recent Second Saturday Sale. There will be a Friends of the Library board meeting tomorrow.

The next board meeting will be on Tuesday, January 21, 2025.

At 7:52 p.m. President Gillman adjourned the meeting.

Submitted by:



Joan Luksik, Board Secretary