

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, January 21, 2025, immediately following OPEB Trust meeting
Library Board Room

At 7:38 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by Vice President Judy Lindstrom

Trustees Present: Keith Carduner, Dani Gillman, Judy Lindstrom, Joan Luksik, and Joy Murray

Trustees Absent: Shane Spradlin

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

Guests: Jeff Weitzel, Bloomfield Township Resident; Laura Norman, Materials Services Clerical Assistant and SOC Representative; Students Maizy Watson, Winston Ngwyon, Megan Scholl, Aiden Scholl, Ben Berman, Carsen Bartusuk, and Isaac Baia.

Joy Murray requested **Item 7a**, Dani Gillman requested **Item 7a**, and Joan Luksik requested **Items 7a and 7b** 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 CONSENT AGENDA AS FOLLOWS: 7A and 7B**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

Vice-President Judy Lindstrom thanked Dani Gillman for her two years of leadership as Board President. She praised Dani's thoughtfulness, great remarks, and great ideas while serving in this capacity. She expressed congratulations to Shane Spradlin as the new board President. He has put his thoughts to work for the Trustees and the Trustee Committees. She expressed confidence in his doing good work.

DIRECTOR'S VERBAL REPORT:

Director Moon congratulated the Trustees once more for winning the election. She is grateful

to have such a wonderful group of people to run the Library. She welcomed the new officers. She also thanked Dani Gillman for her two years of service as president, which included guidance through the successful millage renewal vote, speaking to groups about importance of intellectual freedom, and supporting administration, library staff, and the Board through the ups and downs of recent years.

Director Moon provided an update on the contract for vending services with Perfection Vending, which began April 1, 2023. The owner of Perfection Vending is retiring and sold the Library's route to a different vendor to finish out the three-year contract. Administration feels this will be a good shift. Before this contract ends on March 31, 2026, the Library will put out an RFP for vending services.

The video surveillance system upgrade project kicked off on Monday, January 13 with cable and antennas being installed. The Library adopted a video surveillance system policy last fall. Any member of the public who requests video surveillance footage will need to speak with the Director. If the footage is requested due to alleged criminal activity, the Director will work with law enforcement.

There will be an all-staff meeting on January 29 to hear about the results of the compensation and classification study.

In the absence of a Finance Coordinator, the Library has hired a contract accountant through Plante Moran who has been working with the Library two days a week, since January 9. The Library is working on hiring a new Finance Coordinator.

Upon discussion, a motion was made by Joy Murray, seconded by Dani Gillman to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the public.

Bloomfield Township resident Jeff Weitzel said he came to observe. Laura Norman, representing the SOC, provided an update on their activities.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11a. Annual Review of Fee Schedule

The Department Heads and Administration conducted an annual review of the Library's fee schedule in preparation for completing the Fiscal Year (FY) 2025-2026 library budget. This schedule is the summary table of the restrictions and costs associated with borrowing library materials and use of library services at Bloomfield Township Public Library. This year the word "fines" was removed from the title of the schedule because fines are no longer being charged.

However, there are still some services and situations when patrons are asked to make payments to the Library. The changes include streamlining formats, removing downloadables from the schedule, and minor text changes throughout.

If the proposed FY 2025-2026 fee schedule is approved, all proposed changes would be effective on April 1, 2025.

Upon discussion, a motion was made by Dani Gillman, seconded by Keith Carduner **TO APPROVE THE FY 2025-2026 FEE SCHEDULE AS PRESENTED WITH IMPLEMENTATION TO BEGIN ON APRIL 1, 2025.**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

11b. Library Design Services Award

Assistant Director Katherine Bryant and Director Tera Moon shared the process of reviewing proposals from seven companies that responded to the Library's request for proposals for space planning and design services. Director Moon and Assistant Director Bryant responded to questions from the Board. Administration recommends the bid be awarded to C2AE.

Upon discussion, a motion was made by Joy Murray, seconded by Joan Luksik **TO APPROVE AWARDING THE LIBRARY DESIGN AND SPACE PLANNING BID TO C2AE, 10511 CITATION DR STE 200, BRIGHTON, MI 48116.**

A vote was taken for approval of the motion.

Ayes: Gillman, Lindstrom, Luksik, and Murray

Nays: Carduner

MOTION CARRIED

11c. Discussion of Trustee Committees

Director Moon and President Shane Spradlin reviewed the board committees and committee assignments together and proposed the following changes.

- Eliminated the Bloomfield Township Liaison Committee because this committee has not been active in recent years.
- Combined Development Committee with Advocacy Committee because the Library is in a very sound financial position and fund development is not necessary currently. Energies could be directed toward advocacy for this Library and all libraries at all levels of government from local to federal. This absorbs the Bloomfield Township Liaison activities.
- Combined Finance Committee and Investment Committee because these topics are so closely related.

Art Committee - Joan Luksik and Judy Lindstrom
Advocacy & Development - Dani Gillman and Judy Lindstrom
Building and Grounds Committee - All
Cranbrook, DPL, Troy Committee - Keith Carduner and Joy Murray
Finance & Investment Committee - Keith Carduner and Shane Spradlin
Friends of the Library Liaison - Keith Carduner and Joan Luksik
Jeanette P. Myers Scholarship Selection Committee - Joan Luksik and Dani Gillman
Personnel/Director Evaluation Committee - Joan Luksik and Judy Lindstrom
Policy Committee - Joy Murray and Shane Spradlin

12. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- Trustee Joy Murray removed 7a and inquired about Civic Plus LLC, Monsido Accessibility Software. This software does an audit of the Library's website to ensure that it is meeting ADA compliance requirements.
- Trustee Joy Murray removed 7a and inquired about Sentinel Technologies. Director Moon said it was for IT-related licenses.
- Trustee Joy Murray removed 7a and inquired about FIS Lockdown Operations. This is the special deposit account for expedited service for money for the Pitney Bowes postage funds.
- Trustee Joy Murray removed 7a and inquired about Flying Locksmith. This was a down payment for the video surveillance system upgrade project including licensing fees.
- Trustee Dani Gillman removed 7a and asked why Consumers and DTE are included in the cash comments. Director Moon replied the reason is to provide more details.
- Trustee Dani Gillman removed 7a and asked about payments made to Marty McGee for Library Shop inventory. Marty McGee prefers to make purchases for inventory with her own funds and be reimbursed. One of the checks needed to be reissued.
- Trustee Joan Luksik removed 7a and asked about Pitney Bowes. This was for toner in the mail meter machine.
- Trustee Joan Luksik removed 7a and also asked about Monsido.
- Trustee Joan Luksik removed 7a and asked about Vigilante Security. This is the burglar alarm, which is on the report every month.
- Trustee Joan Luksik removed 7b and asked about the Charnov gift, which is maturing, and will likely be reinvested.

Upon discussion, a motion was made by Joy Murray and seconded by Joan Luksik **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, and Murray

Nays: None

OTHER:

Judy Lindstrom announced there will be a closed session at the next board meeting for the director's evaluation. She will extrapolate the most important information from the other Trustees' comments about the Director. These are needed Tuesday, February 11.

Joy Murray shared that the Friends earned just under \$6,000 at the Second Saturday Sale in January. This was a record for the month, particularly with bad weather on the sale day. In 2024, the Friends distributed 567 boxes of books and other media around the community and beyond. The Friends thanked Judy Lindstrom for the 22 Days of Cheer gift card drawing for staff.

Joan Luksik inquired about the comments. Someone had asked about the free book cart at the Second Saturday Sales, where someone has collected books from the free cart to distribute to schools in Africa. The commentor is distressed by this person taking the books.

Judy Lindstrom commented that the landscaping service should trim the dead plants in the urns.

She congratulated Tom Corliss on his promotion to Facility Services Department Head.

The next board meeting will be on Tuesday, February 18, 2025.

At 8:40 p.m. Vice-President Lindstrom adjourned the meeting.

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik". The signature is written in a cursive, flowing style with a large initial "J".

Joan Luksik, Board Secretary