

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, February 18, 2025  
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 Shane Spradlin.

Trustees Present: Keith Carduner, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: Dani Gillman

Administration: Library Director Tera Moon; Administrative Assistant Linden Godlove

Guests: Tom Corliss, Facility Services Department Head and Drew Heuser, Adult and Teen Services Librarian and SOC Representative

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

Upon discussion, a motion was made by Joy Murray and seconded by Judy Lindstrom **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: Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**MOTION CARRIED**

**PRESIDENT'S VERBAL REPORT:**

President Shane Spradlin thanked his fellow trustees for their trust in electing him as president. The Library is the center of this community. It's great that they have been entrusted to safeguard that. He recently visited on a snowy day and the building was completely packed. It is a wonderful building and a generous community, but the thing that keeps the Library going are the fantastic people on staff.

**DIRECTOR'S VERBAL REPORT:**

Director Moon thanked Shane for sharing his leadership with the Library and expressed her excitement for the new era of the Library Board.

The Newbery and Caldecott winners were announced on January 27 at the American Library Association's LibLearnX conference. There are many awards but the two biggest are:

John Newbery Medal for the most outstanding contribution to children's literature: *The First State of Being*, written by Erin Entrada Kelly, is the Newbery Medal winner. The book is published by Greenwillow Books, an imprint of HarperCollins Publishers.

Randolph Caldecott Medal for the most distinguished American picture book for children: *Chooch Helped*, illustrated by Rebecca Lee Kunz and written by Andrea L. Rogers, is the Caldecott Medal winner. The book was published by Arthur A. Levine, an imprint of Levine Querido.

The Library has a complete collection of the Newbery and Caldecott winners through the years.

The Winter Reading Challenge ended on January 31. Director Moon shared that 178 patrons participated in the Winter Reading Challenge this year. Participants were asked to log their days of reading and books that were read. 2,118 days of reading and 509 books were logged. 108 of the participants completed the full challenge (60% of all registrants), as compared to 46% last year, and while youth registrations decreased slightly, adult registrations increased.

Assistant Director Katherine Bryant coordinates monthly staff training and department tours which are well received by staff and help facilitate good communication. This month Katherine led the staff training and talked about the Request for Proposal (RFP) process. The department tour is in Circulation.

Youth Services Librarian Killian Weston and Youth Services Library Assistant Jayah Johnson are speaking at the Spring Institute (MLA's annual youth conference) in April about video games. Richard Kwang, IT Specialist, was selected to participate in the learning cohort of library workers hosted by Midwest Collaborative for Library Services all about AI.

The Library Design Project –awarded to C2AE—will have a kickoff meeting next week that includes a trustee and the chairs of the staff committee. The Board will be involved in many parts of the process.

Upon discussion, a motion was made by Keith Carduner, seconded by Judy Lindstrom to **APPROVE THE REMAINING ITEMS ON THE CONSENT AGENDA.**

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

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

*Nays: None*

**MOTION CARRIED**

**REGULAR AGENDA:**

**Call to the public.**

Drew Heuser, representing the SOC, provided an update on their activities. He announced there will be three new members of the SOC—Circulation Department Head Anna Pelepchuk, Youth Services Librarian Nicole Gillies, and Administration Clerk Jane Bersche—to replace the current members in April.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

**11a. Grounds Maintenance and Snow Removal RFP**

Director Tera Moon shared the process of reviewing proposals from 10 companies that responded to the Library's request for proposals for grounds maintenance and snow removal. Director Moon responded to questions from the Board. Administration and Facility Services recommend the bid be awarded to Professional Grounds Service.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joan Luksik **TO APPROVE AWARDING THE GROUNDS MAINTENANCE AND SNOW REMOVAL BID TO PROFESSIONAL GROUNDS SERVICES, 719 GRISWOLD STREET, SUITE 2100, DETROIT, MI 48226.**

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

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

*Nays: None*

**MOTION CARRIED**

**11b. Changes to Paid Time Off**

The Earned Sick Time Act (ESTA) imposes new requirements on Michigan employers. The law requires nearly all employers to give some sick time to nearly all employees. The Library qualifies as a large employer under this law; therefore, the Library is subject to it.

The law says that "employees shall accrue a minimum of one hour of paid earned sick time for every 30 hours worked but shall not be entitled to use more than 72 hours of paid earned sick time per year, unless the employer selects a higher limit."

Director Moon proposed that employees in grades one and two receive sick time accrued at the same rate as the 20-hour employees in grade three. The rate is four hours per month, or 48 hours per year, with up to a maximum of 80 days accumulation (320 hours) that can be carried forward each year. This rate is higher than the law requires but will be easier to administer with a consistent rate among all salary grades.

This law is still being debated in the legislature, but the Library would proceed with offering this benefit no matter what its outcome.

**Paid Parental Leave**

Director Moon shared details of the Paid Parental Leave policy recently adopted by Bloomfield Township. She recommended that the Library adopt the same leave policy.

Upon discussion, a motion was made by Keith Carduner, seconded by Judy Lindstrom **TO**

**APPROVE THESE PROVISIONAL EMPLOYMENT POLICIES TO THE EARNED SICK TIME ACT AND TO ADOPT THE PAID PARENTAL LEAVE POLICY, UNTIL SUCH TIME AS THE EMPLOYEE HANDBOOK IS UPDATED TO INCORPORATE THESE CHANGES.**

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

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

*Nays: None.*

**MOTION CARRIED**

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

- President Shane Spradlin removed 7a and inquired about Envisionware. This is the software that manages some public-facing and circulation software, and this is an annual licensing contract.
- President Shane Spradlin removed 7a and asked about “Authors Unbound.” This is money from the Friends Wish List gift fund.
- President Shane Spradlin removed 7a and asked about Principal Life Insurance. This provides short- and long-term disability and life insurance to some part-time employees.
- President Shane Spradlin removed 7a and asked about Mobility City of Southfield. This is the vendor for mobility scooters. These get serviced every three months.
- President Shane Spradlin removed 7b and asked about the budget on page 17. He remarked that it is looking good, and he is pleased. He commented that professional services, projects, and postage are above budget.

Upon discussion, a motion was made by Joy Murray 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, Lindstrom, Luksik, Murray, and Spradlin*

*Nays: None*

**OTHER:**

Because the February Building and Grounds Committee meeting was cancelled, the Board reviewed some updates and concerns. The Township agreed to approve the project for the detention basin if it is presented as a landscaping project. Tom Corliss and Tera Moon have been discussing it. They agree to install the sump pump, but they are uncertain of proceeding with a basin. There will be a Building and Grounds Committee meeting, including Joe Christopher from Spalding DeDecker, to once more review the project and the options.

One of the public comments expressed that the Library was dirty. This concern was discussed. When staff reached out to the commenter for more details, they did not elaborate. It is presumed the comment was made during finals week, when the Library is in high use. The study rooms are particularly worn from use.

Joy Murray reported that the Friends of the Library had a terrific second Saturday Sale and earned just over \$5,000.

After a request from President Spradlin, a motion was made by Judy Lindstrom and seconded by Keith Carduner **TO ENTER CLOSED SESSION TO DISCUSS THE DIRECTOR'S EVALUATION AND CONTRACT RENEWAL AT 7:46 P.M.**

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

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

*Nays: None*

At 7:57 p.m. Director Moon was called into the closed session. Trustees Judy Lindstrom and Joan Luksik informed her that a contract renewal and salary increase were agreed upon.

At 8:01 p.m. President Spradlin requested a motion to call the meeting back to general session.

*1<sup>st</sup>: Keith Carduner*

*2<sup>nd</sup>: Judy Lindstrom*

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

*Nays: None*

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

At 8:02 p.m. President Spradlin requested a motion to adjourn the meeting.

*1<sup>st</sup>: Keith Carduner*

*2<sup>nd</sup>: Judy Lindstrom*

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

*Nays: None*

Submitted by:



Joan Luksik, Board Secretary