

PROPOSED MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, April 22, 2025
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 Shane Spradlin.

Trustees Present: Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: Keith Carduner

Administration: Library Director Tera Moon; Assistant Director Katherine Bryant; Finance Coordinator Kathy Wolosiewicz; Administrative Assistant Linden Godlove

Guests: Catarina Yankey, Election Specialist; Jane Bersche, Administration Library Assistant II and SOC Representative

Shane Spradlin requested **Item 9d** be removed from the consent agenda for regular discussion.

Upon discussion, a motion was made by Judy Lindstrom 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: 9D**

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Shane Spradlin remarked on the public comments. One was regarding "lots of 'woke' children's books." He said that the Library is not the arbiter of wokeness but to be mindful of the constituency and address people's concerns. The person made this comment without providing contact information. He remarked on a patron's enthusiasm for supporting the Library through their tax dollars. He introduced a new agenda, with the budget being outside of the consent agenda, for ease of comment. He also remarked on the budget and expressed the management team did a phenomenal job of expense control.

DIRECTOR'S VERBAL REPORT:

Director Moon introduced Kathy Wolosiewicz, the new Finance Coordinator, who began on

March 31. Ms. Wolsiewicz shared some of her work history. Erin Brzezinski of Plante Moran is providing additional training a couple of days a week.

The Library scheduled its audit a couple of months later this year because of this change in personnel. The audit fieldwork will take place in mid-June, and the draft audit and financial statements will be presented in September. Ms. Brezinski will assist with the audit fieldwork.

The new surveillance cameras are all installed and running. The plan is to give view-only access to the Persons-in-Charge group. Footage will only be downloaded and shared with the Director's permission. Footage will be provided to the police upon approval of the Director and will not be given to patrons.

Director Moon was a guest on the Distracted Librarians podcast for a conversation about MeLCat and how the potential canceling of IMLS funds may impact it. She has heard that there are ideas on how to keep MeLCat funded through other means.

The Library Network has made available red cards, which are cards in various languages that provide information about immigrants' rights—each library could select two languages. This Library selected Chinese and Arabic to better serve its patrons for whom English is a second language. The cards are to be used to answer reference questions about this topic – they will not be put out on display.

6. BUDGET:

Director Moon clarified information about some vendors.

- Martha McGee is the Volunteer Coordinator, who purchases items for the Library Shop and the Volunteer Reception and is reimbursed by the Library.
- C2AE is the architecture and design firm that is doing the redesign project. A certain percentage of the overall fee will be charged to the Library each month.
- Rolls Mechanical maintains the HVAC as well as plumbing and electrical, though most recent bills were for HVAC because two boilers were out-of-order.
- Applied Innovation services the printers, and the charge was part of the routine maintenance costs.
- Augies is the janitorial company.
- TechLogic manages the Automated Materials Handling (AMH) machine, and this is the annual service maintenance.
- Trustee Joy Murray inquired about Recollect. This is a subscription fee and a portion of the implementation fee. It is for a content management service that creates a website that the Library can manage and upload information to on an ongoing basis. It takes what the staff digitizes and makes it more interactive. This makes the historical archives of the Library more accessible to the public.

President Spradlin commented on the budget. The revenues were 2% over, driven by insurance rebates. Expenditure and facilities, personnel, library services, travel, and other operating costs were all below budget. He thought the team did a wonderful job of keeping within budget. There was also a 4.7% yield on investments.

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

A vote was taken for approval of the motion.

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

10. Call to the public.

Catarina Yankey from Bloomfield Township was in attendance.

Jane Bersche, representing the SOC, provided an update on their activities.

11. UNFINISHED BUSINESS:

No unfinished business.

12. NEW BUSINESS:

12a. Library as Regular Precinct Polling Place for Bloomfield Township

In June 2023, the Library Board of Trustees approved a request from Bloomfield Township Clerk Martin Brook for the Library to be an early voting location for Bloomfield Township, the City of Birmingham, and Southfield Township. Since then, the Library has hosted three elections, including the November 2024 Presidential Election. During that election, more than 9,000 voters cast their ballots over nine days of early voting.

While the Library served effectively as a polling place, observations were made regarding parking limitations and the significant demands placed on library staff. These topics were discussed at two post-election debrief meetings. Ideas for mitigating those drawbacks and for improving the experience for all were discussed.

Recently, Mr. Brook approached Library Administration to ask if the Library would consider being a regular precinct polling location on Election Day. The Township is reconfiguring polling places for a multitude of reasons and identified the Library as an ideal site. Election Specialist Catarina Yankey provided more details about the request.

If this proposal is approved, the Library will sign a contract with Bloomfield Township's Clerk's office for a one-year period. This gives both parties a chance to evaluate the arrangement each year.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom **THAT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BE AN ELECTION DAY REGULAR PRECINCT POLLING LOCATION.**

A vote was taken for approval of the motion.

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

Nays: None

12b. Bank Signatories

A change in library personnel necessitates a change in bank signers. 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 Joan Luksik, seconded by Judy Lindstrom **TO APPROVE THE RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AS PRESENTED, EFFECTIVE APRIL 22, 2025.**

A vote was taken for approval of the motion.

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

Nays: None

13. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

- President Shane Spradlin removed 9d and inquired about the Building and Grounds Committee minutes. He proposed changes to the minutes to acknowledge what occurred in clearer detail. The changes were supported by the board and the minutes will be updated to reflect the changes.

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

Nays: None

OTHER:

Joy Murray praised the increase in circulation statistics.

She inquired about how the public might be informed about what might be affected with IMLS funding cuts. Director Moon said that much is unknown at this point. There are conversations at The Library Network, the Library of Michigan, and elsewhere to continue to fund MeLCat, the databases, and the training. The Library is waiting to see what happens and then decisions will be made. The funding is good through September of this year.

The Michigan Library Association is coordinating the annual library advocacy day on April 30 in Lansing with Assistant Director Katherine Bryant joining the effort. The day involves meetings with various representatives to discuss the importance of Michigan's public libraries and maintaining funding levels, with more funding at a state level. Dani Gillman said that local representatives are keeping office hours at Bloomfield Township Public Library.

Joan Luksik inquired if the Spaces project included plans for a makerspace or a library of things. There has been discussion about having equipment for these things, but not a dedicated area for just one of them.

Dani Gillman inquired about the vending company. There is nothing to report.

The Friends Annual Meeting is tomorrow, April 23. The Friends raised \$5,800 at their most

recent sale.

Joan Luksik and Dani Gillman remarked that the Volunteer Reception on April 17 was lovely.

The next board meeting will be on Tuesday, May 20, 2025 at 7:00p.m.

President Spradlin moved, seconded by Judy Lindstrom **TO ADJOURN THE MEETING AT 7:43 PM.**

A vote was taken for approval of the motion.

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

Nays: None

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik", written in a cursive style.

Joan Luksik, Board Secretary