

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, May 20, 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: Keith Carduner, Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: None

Administration: Library Director Tera Moon; Administrative Assistant Linden Godlove

Guests: Laura Kraly, Adult and Teen Services Department Head; Paul Zink, IT Department Head; Killian Weston, Youth Services Librarian; Jane Bersche, Administration Library Assistant II and SOC Representative; University of Detroit Jesuit School Students Andy Bubb, Sean Kanar V, Carter Gogate, and Patrick Russell

Upon discussion, a motion was made by Keith Carduner and seconded by Judy Lindstrom **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, Murray, and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Shane Spradlin said there will be review of the partner library agreements with Troy, Cranbrook, and Detroit during the meeting. He remarked on the fantastic number of passes borrowed by Bloomfield Township residents to visit Cranbrook Educational Community—1,923 in the most recent fiscal year. He expressed appreciation for the relationship with Cranbrook. He also asked to discuss subscription-based services.

DIRECTOR'S VERBAL REPORT:

The building redesign project is one of the most important upcoming projects. In early April, C2AE presented the block floor plan, which is a rough draft, and the project is now moving into the schematic design phase. The design team will visit furniture showrooms and meet dealers in the coming weeks.

AARP Tax-Aide volunteers held two sessions at the Library in March and April, assisting 31

taxpayers with their 2024 returns. This saved taxpayers an estimated \$9,570 in fees. The median age of participants was 70, with 17 being Township residents. Total refunds received were \$17,110, and \$16,943 was owed in federal taxes. We value our partnership with AARP Tax-Aide and look forward to future collaborations.

Assistant Director Katherine Bryant attended MLA Advocacy Day on April 30, joining over 100 library workers in Lansing. She met with Representative Veronica Paiz and Senator Paul Wojno's chief of staff, both of whom represent the district where she lives and votes. The day's goal was to advocate for \$6.74 million in FY 2026 funding for MeLCat and other statewide initiatives, an increase of \$5 million to offset lost IMLS funding. Participants also heard from library leaders, saw bookmobiles, and toured the Capitol.

Following an ambassador's meeting, Laura Berg arranged for a Midwest Tape representative to discuss their efforts to stem the flow of AI-generated content into hoopla. Midwest Tape is the parent company of hoopla. Library staff can now send alerts about questionable content to a provided email address, and Midwest Tape is reportedly implementing better review processes with publishers.

Next week, IT will activate Checkpoint Harmony Email, a new internal security system. It monitors and analyzes incoming emails to prevent malicious viruses and phishing attempts from reaching staff.

Director Moon provided details on several databases:

- SkyRiver: An annual subscription through OCLC, used for catalog information to build the library catalog.
- Periodical Subscription Service: A single company provides access to available magazines and news, with an RFP every three years.
- hoopla: A digital content service with a \$90,000 budget from Adult and Teen Services and Youth Services. The Library deposits money with hoopla and is then charged per checkout. Any unspent deposit rolls over.
- Libby: An eBook vendor with access similar to print books. Bloomfield Township librarians select titles for the collection, and there's a finite number of titles available for borrowing.

President Spradlin inquired about other digital media borrowing services. Libby and hoopla are considered the best for libraries, though the Library collaborates with other Metronet consortium libraries to review additional options.

6. BUDGET:

President Spradlin questioned two seemingly high budget items: periodicals at 44% and building insurance at 52% just one month into the new fiscal year. It was clarified that most periodical payments are made early in the fiscal year, and building insurance is paid annually. Both expenditures are expected to remain steady for the remainder of the year.

President Spradlin observed the interest rate is holding strong on funds.

Upon discussion, a motion was made by Shane Spradlin, seconded by Keith Carduner to **APPROVE MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS #24802-24866, #5678-5688 FOR A GRAND TOTAL OF \$1,012,018.84.**

A vote was taken for approval of the motion.

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

Nays: None

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

Nays: None

MOTION CARRIED

REGULAR AGENDA:

10. Call to the public.

University of Detroit Jesuit students reported attending the meeting as a class assignment to better understand local government.

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

11. UNFINISHED BUSINESS:

No unfinished business.

12. NEW BUSINESS:

12a. Summer Reading Showcase

Laura J. Kraly, Adult and Teen Services Department Head, and Killian Weston, Youth Services Librarian, shared what they and their colleagues have planned to engage readers of all ages through the summer months using the theme "Color Our World."

12b. Consider Expenditure for New Staff Computers

Director Moon sought approval to purchase new staff desktop and laptop computers, exceeding the \$25,000 RFP bypass threshold. This is critical as most existing 6–8-year-old machines show increased hardware failure, slow performance, and software incompatibility. Crucially, they run Windows 10, which loses support on October 14, 2025, and many cannot upgrade to Windows 11. The plan is to replace all staff computers by the Windows 10 end-of-support date. The IT team collaborated with The Library Network (TLN) for a competitive quote, leveraging their cooperative purchasing program. Old equipment will be managed responsibly, with viable desktops kept as backups/spares or sold, and good condition laptops retained as spares, while older ones will be sold. Equipment selected to sell will be made available to Bloomfield Township residents in the used equipment sale. This initiative ensures a secure, reliable, and modern technology environment.

Upon discussion, a motion was made by Joy Murray, seconded by Joan Luksik **TO APPROVE THE PURCHASE OF COMPUTER EQUIPMENT FROM THE LIBRARY NETWORK FOR THE TOTAL PRICE OF \$96,263.81.**

A vote was taken for approval of the motion.

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

Nays: None

12c. Partner Library Agreements: Cranbrook Educational Community, Detroit Public Library, and Troy Public Library

Bloomfield Township Public Library (BTPL) has special three-year agreements with Cranbrook Educational Community (CEC), Detroit Public Library (DPL), and Troy Public Library (TPL), benefiting patrons of all organizations. These libraries are outside The Library Network (TLN) cooperative, making these agreements essential for patron access. The agreements are on a three-year cycle, and now is the time to consider renewing them for another three years.

DPL opted not to renew their agreement, aiming to standardize reciprocal borrowing through the MLibraryCard program, which they've been part of since 2014. Additionally, DPL's Special Collections (e.g., Burton Historical Archives) are now freely accessible without a library card. DPL will honor existing BTPL patron cards until each card's expiration, and we will reciprocate. From April 1, 2024-March 31, 2025, 87 DPL cardholders borrowed 396 items from BTPL. Library Administration will inform patrons of this change. DPL also offered a special presentation and tour of their facilities.

The agreement with CEC will continue for another three years. Bloomfield Township residents borrowed 1,923 Cranbrook Passes (providing free access to Cranbrook's Institute of Science, Art Library, Art Museum, and House and Gardens) between April 1, 2024-March 31, 2025. During the same period, 295 Cranbrook students and faculty borrowed 2,072 items from BTPL. Cranbrook students and faculty registered at BTPL can borrow up to 99 items and use study rooms. For this renewal, Cranbrook offered to increase the number of items BTPL patrons can borrow from the Cranbrook Academy of Art Library from two to ten, noting they already accommodate "some BTPL 'regulars'" with up to ten items.

The agreement with TPL includes an automatic three-year renewal unless terminated. Discussions with TPL Director Emily Dumas confirmed the mutual benefits for both communities, recommending its continuation. TPL offers closer access for some Bloomfield Township residents and provides unique resources like Experience Kits and a children's technology farm. From April 1, 2024-March 31, 2025, 439 TPL patrons borrowed 2,200 items from BTPL, while 132 Bloomfield Township residents borrowed 4,713 items from TPL.

Updated agreements for Cranbrook Educational Community and Troy Public Library are attached, with only new dates proposed as changes from the 2022 agreements. The Partner Library Agreements Committee supports Director Moon's recommendation to approve these special agreements.

Upon discussion, a motion was made by Joy Murray, seconded by Judy Lindstrom **THAT BLOOMFIELD TOWNSHIP PUBLIC LIBRARY RENEW THE AGREEMENTS WITH THE**

CRANBROOK EDUCATIONAL COMMUNITY AND TROY PUBLIC LIBRARY FOR A THREE-YEAR TERM AS STATED IN THE AGREEMENTS.

A vote was taken for approval of the motion.

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

Nays: None

13. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None removed

15. OTHER:

Trustee Luksik appreciated the mention in the *Little Guide* of top free library events at Bloomfield Township Public Library.

Clarification was provided for Myers Scholarship requirements—which is a relationship with the Library—be it staff, relative of staff, patron, visitor, etc.

Trustee Carduner commented on the improved load time of the Bloomfield Township Public Library app. IT had contacted Innovative which seemed to improve things.

Trustee Luksik inquired about someone contacting the Library from Escanaba, Michigan, requesting to use the S&P database. Adult and Teen Services Department Head Laura J. Kraly told the patron to reach out to other institutions in their area, like colleges. This Library has a contract that does not permit non-residents to use the database.

The next board meeting will be on Tuesday, June 17, 2025 at 7:00p.m.

At the request of President Spradlin, a motion was made by Judy Lindstrom seconded by Keith Carduner **TO ADJOURN THE MEETING AT 7:54 PM.**

A vote was taken for approval of the motion.

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

Nays: None

Submitted by:



Joan Luksik, Board Secretary