

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, June 17, 2025  
Library Board Room

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At 7:01 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; Assistant Library Director Katherine Bryant; Administrative Assistant Linden Godlove

Guests: Anna Pelepchuk, Circulation Department Head and SOC Representative

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Upon discussion, a motion was made by Dani Gillman and seconded by Joy Murray **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 remarked that the recent building and grounds committee meeting was spectacular. He remarked on the thoroughness of the work by the staff and consultants. He praised the excitement in the Library that evening with the Summer Reading program kickoff in tandem with the board meeting, particularly noting the fun of having food trucks and donuts.

**DIRECTOR'S VERBAL REPORT:**

Director Moon declared the festivities of the summer reading kickoff were in full swing. The food trucks were particularly popular, parking plans seemed to be successful, and patrons were enjoying the evening. She thanked the staff in both Adult and Teen Services and Youth Services for working so hard on this effort, with lots of creativity, planning, coordination, and communications to make this happen. Staff across departments have lent support.

The Library is participating in the "Library Explorers Challenge," where a passport invites patrons to explore six area libraries. The participating libraries are Baldwin Public Library, Novi Public Library, Bloomfield Township Public Library, Troy Public Library, West Bloomfield Public

Library, and Rochester Hills Public Library. Patrons can pick up a passport at their home library, then explore neighboring libraries to discover the innovative services these libraries offer. Each participating library will stamp the Library Explorers Passport, with possible prizes earned.

On Saturday, June 21, the west side of the parking lot adjacent to Telegraph Road will be closed for repairs. On this day, the donation room and drive-up return will not be available, but returns will be accepted inside. On Friday, July 4, when the Library is closed for the Independence Day holiday, the whole parking lot will be closed as new top coating is applied, and it is restriped. Again, no drive up returns, no donations. Facility Services Department Head Tom Corliss will oversee the work.

Thursday, July 31, 2025 at 10 a.m. is the preliminary proposed budget work session.

## **6. BUDGET:**

- President Spradlin inquired about the cash disbursements, suggesting that individual's names for reimbursement be left out of the report.
- President Spradlin commented that the water bill was low, but deduced it is because of the timing of the bill.
- President Spradlin said fees paid to Plante Moran for the contract accounting services will soon stop as the audit will be complete.
- President Spradlin noted that the periodicals budget is at 60% of the year, due to timing of when the bill was paid.
- Trustee Joan Luksik inquired about WebDewey, which is an online subscription to the Dewey decimal manual.
- Trustee Luksik inquired about reviewing staff credit card transactions. Currently, 14 employees, primarily Department Heads and Assistant Department Heads, hold low-limit credit cards for various purchases such as conference registrations or services requiring credit card payment. Each transaction undergoes a multi-step verification process, including account allocation forms and vetting by a supervisor and the finance coordinator before being coded. Trustees currently review budget expenses by account. For the next meeting, trustees will review credit card expenses to determine if more detailed transaction information is needed moving forward.

Upon discussion, a motion was made by Shane Spradlin, seconded by Judy Lindstrom to **APPROVE MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS #24875-24946, #5688-5696 FOR A GRAND TOTAL OF \$544,860.05.**

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

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

*Nays: None*

**REGULAR AGENDA:**

Nothing on the regular agenda.

**10. Call to the public.**

Anna Pelepchuk, representing the SOC, provided an update on their activities.

**11. UNFINISHED BUSINESS:**

No unfinished business.

**12. NEW BUSINESS:**

**12a. Open Discussion**

There is no new business for the board to handle at the June 17 meeting.

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

None removed.

**15. OTHER:**

The board discussed patron comments that were submitted. A patron expressed concerns about the Fritillaria plant that has attracted larva. Another complained about the volume of others using the Library in the Magazine Area. With these concerns, the Director urges patrons to speak to the librarian on desk, who can address the issue as it is occurring.

Judy Lindstrom mentioned that she had met many staff members when she used the Library outside of her usual schedule and found them to be very helpful and kind. She expressed her appreciation.

Dani Gillman expressed appreciation for the board's commitment to the Library, staff, and patrons. She commended management for fostering a welcoming environment that encourages staff to be themselves. She highlighted the significance of the Library's Pride Month displays in June, which promote a sense of belonging and ensuring everyone feels welcome and treated equally.

The next board meeting will be on Tuesday, July 15, 2025 at 7:00 p.m.

At the request of President Spradlin, a motion was made by Shane Spradlin, seconded by Joy Murray **TO ADJOURN THE MEETING AT 7:30 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