

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, July 15, 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, Joy Murray, and Shane Spradlin

Trustees Absent: Joan Luksik

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

Guests: Anna Pelepchuk, Circulation Department Head and SOC Representative

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, Murray, and Spradlin

Nays: None

MOTION CARRIED

4. PRESIDENT'S VERBAL REPORT:

President Shane Spradlin commented that the materials in the board packet reflect the amazing support of the community to this Library. While the staff and board are in the Library frequently and experience things from a close perspective, these materials reflect the greater community participation. This includes the annual report, the marketing report, and more. He remarked on over 700 participants in summer reading and the spectacular open rate of emails from the Library. It reflects how much the community appreciates the Library and he was pleased to see it.

5. DIRECTOR'S VERBAL REPORT:

Director Moon announced that new library card holders will be greeted with a series of informative emails filled with ways they can use their new library card. This initiative that will start this week. Director Moon provided an overview of these emails, which include a welcome and ways to connect with the Library, links to downloadable resources, programs, spaces, and library services beyond the building.

On July 29-31, United for Libraries is offering their virtual conference for trustees, friends of the

library, and foundations. She provided an overview of this conference and encouraged trustees to consider attending. The Library of Michigan underwrites this, so it is free for trustees to attend.

On the north end of the campus, much of the landscaping has been removed. This area will be resodded and monitored for sogginess. To mitigate flooding, the best course of action seems to be to redo the parking lot, including adding additional water retention basins. There will be further review and discussion of the flooding issues at the next Building and Grounds committee meeting.

The Library Design Project is in the schematic design phase. During this phase important decisions about wall placement and building systems will be made. The Design Committee has met twice and reviewed draft floor plans including potential furniture placement. On August 14 at 9 a.m., the Building and Grounds committee meets to determine crucial steps in this process, including a review of the proposed changes with C2AE. At the August 19 board meeting, there will be another review, and the board will vote on whether to close out the schematic design process and move into design development. C2AE will meet with the Manager's Advisory Committee on July 23 to vet all these proposed changes.

Director Moon reported that library staff is forming an AI committee to explore generative AI as it relates to public libraries, as well as discuss providing transparency, creating policies, and more. The committee includes staff across departments and levels. These ideas will be presented to the Management Advisory Committee for further discussion.

6. BUDGET:

- Trustee Joy Murray inquired about the additional roof repairs with Rewold and the status of the roof. The repair around the perimeter was successful, but additional repairs were done. More areas were discovered in need of repair that were not covered in the work done previously. This will also be further discussed in the Building and Grounds Committee meeting.
- Trustee Keith Carduner inquired about Milliman, Inc. Milliman is an actuarial firm that creates reports with calculations of the Library's OPEB liabilities as required by GASB. The calculations are needed for the auditors to complete the financial statements.
- Trustee Keith Carduner inquired about Plante and Moran, the firm supplying a contract accountant. The accountant assisted with audit preparation. In the future, charges should be minimal as less assistance is needed.
- President Spradlin commented on the new vendor section in the cash comments listing vendors.
- President Spradlin commented about the cancellation of a vendor and receiving a refund.

- President Spradlin suggested that non-management employees should not be included in the cash expenses report, regardless of the dollar amount of the expense.
- President Shane Spradlin reviewed the general budget, remarking that the Library had \$10.9 million in revenues and \$10.4 million in expenses. The only item over budget at this point is the periodicals, due to the timing of that payment. Projects are under budget, and things are trending above the budget. He commented that the budget continues to be in good shape.

Upon discussion, a motion was made by Shane Spradlin, seconded by Joy Murray to **APPROVE MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS #24948-25008, #5697-5708 FOR A GRAND TOTAL OF \$594,364.37**

A vote was taken for approval of the motion.

Ayes: Carduner, Gillman, Lindstrom, 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:

Review Staff Credit Card Procedures

Director Moon reviewed the staff credit card procedures and answered the board's questions. President Shane Spradlin thought it all was transparent. All agreed no further review was necessary.

12. NEW BUSINESS:

12a. 2024/2025 Annual Report Discussion

Assistant Director Katherine Bryant shared the Library's 2024-2025 Annual Report.

The Annual Investment Report was included for the board's review and as required. This report compares our investment returns with the standard national average to reassure the Trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Library FY 2024-2025 Annual Report will be posted on the Library website.

Upon discussion, a motion was made by Dani Gillman, seconded by Judy Lindstrom to **ACCEPT THE LIBRARY ANNUAL REPORT AND ANNUAL INVESTMENT REPORT FOR FISCAL YEAR 2024/2025.** *A vote was taken for approval of the motion.*

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

Nays: None

12b. Strategic Plan Conversation

The Library's current strategic plan was written and approved in 2022 for a three-year period with the potential to extend it. The goals are lofty, broad, and evergreen. Each month for the last three years, Assistant Director Katherine Bryant has written a memo for the board packet that reviews the goals and outlines the work that has been done to accomplish them. Staff committees were formed around three specific goals and have worked steadily on activities that advance the goals.

We are in the third year of using the strategic directions as inspiration and working on the specific goals included in the plan. The work is just starting towards "reimagining use of library spaces for increased inclusion and flexibility" with the Library Design Project.

The Trustees discussed the existing strategic plan and its flexibility to continue. Most agreed that continuing the existing strategic plan for another year or two was an optimal plan. They decided to review it in more detail before the next board meeting and consider if it could be amended or adjusted to incorporate more future goals.

13. DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None removed.

15. OTHER:

Trustee Judy Lindstrom reported that an article in the *New York Times* said that DVDs are popular again, but now with younger generations.

President Shane Spradlin remarked on the patron comments, including one that considered the process of reserving a study room to be too inconvenient. Another patron commented on the noise level in the Library. Director Moon said current study room software provides more equity, by enabling more people to reserve the study room remotely and for different times, which frustrates other patrons that are accustomed to using the rooms for prolonged periods.

She remarked that quiet and noisy spaces are a continual tension in this Library and every library. She is optimistic that the design project will further establish spaces for quieter activity and bustling, shared activities.

The next board meeting will be on Tuesday, August 19, 2025 at 7:00 p.m.

Two important meetings fall outside the regular monthly meeting schedule. On July 31 at 10:00 a.m., there is a budget review with Matt Whitty. On August 14 at 9:00 a.m. there is a Building and Grounds Committee meeting with the C2AE team.

At the request of President Spradlin, a motion was made by Shane Spradlin, seconded by Keith Carduner **TO ADJOURN THE MEETING AT 8:04 PM.**

A vote was taken for approval of the motion.

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

Nays: None

Submitted by:

A handwritten signature in black ink, appearing to read "Joan Luksik". The signature is fluid and cursive, with the first name "Joan" and last name "Luksik" clearly distinguishable.

Joan Luksik, Board Secretary

Proposed