

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

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Bloomfield Township Public Library  
Oakland County, Michigan  
Tuesday, October 21, 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, Dani Gillman, Judy Lindstrom, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: None

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

Guests: Jane Bersche, Administration Library Assistant II and SOC Representative

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Upon discussion, a motion was made by Keith Carduner, 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 remarked that the board packet materials are fantastic, and he thanked everyone who worked on them. He praised the Trick or Treat event and the wonderful enthusiasm from Library staff working that evening. He observed that the download of eBooks has doubled from 1,900 to 4,700. Through BidNet, the Library's RFPs are receiving much more exposure with 70 downloads of the recent RFP and it is an amazing tool.

**DIRECTOR'S VERBAL REPORT:**

Director Moon reported that Baker and Taylor, a longtime vendor of books to libraries, is closing its doors in January. This has been a primary vendor for most libraries, and offered many unique services, like physical processing and a superior ordering interface. This Library has been migrating to Ingram for book orders, primarily, which is already being used. Materials Services has been getting logins and settings in place, ordering extra supplies such as spine labels, and reviewing workflows.

The Library Design Project has progressed with successful engagement events, including a

furniture fair and coffee chats, to secure community and staff input. Designers are currently analyzing this data to inform selections. Comprehensive meetings with affected departments to determine needs for service desks, storage, and displays have also occurred. The depth of this engagement has necessitated an extension of the design development phase, doubling the originally quoted two-to-three-month timeline. Director Moon requested this to ensure optimal design, which will incur additional costs.

Tuesday, November 11 is Staff Development Day, and the Library will be closed all day for this event. She expressed gratitude to the Board for their support in the Library closing for a day of staff training. It will be spent providing updates about the design project and change management. There will also be department meetings, as well as clean-up of digital and physical workspaces.

She reminded the Board that the November 18 board meeting will begin at 6:30pm.

### **BUDGET:**

- President Spradlin inquired about the new vendors area on the cash comments. These are featured when there are unique vendors in the month. For September, this included performers in a musical group who asked to be invoiced individually, as well as a new lawn irrigation company.
- President Spradlin inquired about Imperial Dade, which provides network services and janitorial supplies.
- President Spradlin inquired Plant Moran, which did further work on the audit.
- Trustee Keith Carduner inquired about Flutterbee, which is a children's book vendor.
- President Spradlin stated he had no concerns about the budget.

Upon discussion, a motion was made by Shane Spradlin, seconded by Dani Gillman to **APPROVE MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS # #25143-25218, #5723-5727 FOR A TOTAL OF \$542,200.82**

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

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

*Nays: None*

**MOTION CARRIED**

### **CONSENT AGENDA:**

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**

Nothing was removed from the consent agenda.

**Call to the public.**

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

**UNFINISHED BUSINESS:**

**A. Beginning the Library Board Meetings at an Earlier Time**

As decided at the September 16, 2025 Library Board meeting, the Library Board meeting will start at 6:30pm, beginning November 18, 2025.

This has been updated on the Library's website, online program calendar, and on the public and staff bulletin boards, with the dates and new start time highlighted. BCTV has been alerted and has updated their online calendar as well.

**NEW BUSINESS:**

**A. Community Room AV Upgrade RFP**

Katherine Dupuis shared the process of reviewing proposals from seven companies that responded to the Library's requirements for proposals to upgrade the audio-visual (AV) capabilities of the Community Room. She responded to questions from the Board.

Administration and IT recommend the bid be awarded to CTI.

Upon discussion, a motion was made by Dani Gillman, seconded by Joy Murray **TO APPROVE AWARDING THE COMMUNITY ROOM AV UPGRADE BID TO CTI, 40000 GRAND RIVER AVENUE, SUITE 201, NOVI, MI 48375.**

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

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

*Nays: None*

**MOTION CARRIED**

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

None removed.

**OTHER:**

Judy Lindstrom remarked that the seasonal urns by the entrance looked great.

She inquired about the vending café services, which have been going smoothly.

President Spradlin asked about the employee handbook, which will be distributed soon.

Early voting begins at the Library this Saturday, October 25 through Sunday, November 2. The Library is now a regular precinct voting location for Election Day.

President Spradlin wished to learn more about the Art Committee's work. Jen Taggart suggested memorial commemorative musical sculptures for the Youth Services Terrace. Someone wished to donate another sculpture, which the committee declined to accept. There is discussion of a donor wall.

President Spradlin also wished to discuss the public comments, which included one on the Library's spending, and another about the health of the boxwoods. He asked about EV chargers, which might be possible when the parking lot gets renovated in the future.

Shane Spradlin remarked on the public comment admonishing the Library's spending and asked for more details. The comment provided no name or context for the concern.

Dani Gillman praised the Friends of the Bloomfield Township Public Library during Friends of the Library week. She said they are wonderful ambassadors in our community and do a great job supporting the Library and our services.

A motion was made by Shane Spradlin, seconded by Judy Lindstrom **TO ADJOURN THE MEETING AT 7:48 PM.**

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

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

*Nays: None*

Submitted by:

A handwritten signature in cursive script, appearing to read "Joan Luksik".

Joan Luksik, Board Secretary