

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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, December 16, 2025
Library Board Room

At 6:30 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, Joan Luksik, Joy Murray, and Shane Spradlin

Trustees Absent: Dani Gillman and Judy Lindstrom

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

Guests: Jared Secor, project manager with C2AE (via Teams); Nicole Gillies, Youth Services Librarian and SOC Representative

Upon discussion, a motion was made by Joan Luksik, seconded by Keith Carduner **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Carduner, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Shane Spradlin remarked that the Library is alive with the sound of teenagers studying, with the whiteboards up everywhere. The parking lot is full. He recommended the Board read an essay Tera wrote on challenged books, which can be found in the patron comments. He said that this has been a crazy week with public insanity, with so many deaths globally, including at his alma matter. He requested a moment of silence.

DIRECTOR'S VERBAL REPORT:

Director Moon reported that the work to upgrade the Community Room AV equipment began on Monday and has been going well. Already installed there are a new screen, new projector, and new video conferencing cameras, and they are working on the new control panel. It should be done by end of week.

The Library is hosting its 10th annual Photo Contest for Bloomfield Township residents. It runs January 12 through March 15 with the theme "Small Wonders." The reception is on Saturday, April 18 to announce the winners.

To be a more attractive employer for potential applicants and to retain the staff already here, Bloomfield Township is adjusting some of the retirement benefits. When the pension closed to new employees in 2011, the Township started offering a 401a, a 457, and an RHS account. The Township/Library contributes to the 401a and the RHS. The Township would like to increase the 401a contribution from 10 to 13%. This will cost the Library about \$30,000 annually. The RHS contribution is \$4,000 more per year. Because the Township administers these benefits for the Library, it is a good idea to be in line with them and to stay competitive.

Director Moon thanked the Friends for approving the Wish List with \$28,100 in funding, which supports programming, displays, the Adaptive Umbrella workshop, and more.

BUDGET:

- President Spradlin commented on 6a, inquiring about the cost of postage and printing. He wondered what the print newsletter costs and if it was a benefit. Director Moon said that it costs less than \$1 per household and is the only way to reach every household in Bloomfield Township, not just the cardholders. It is the most effective marketing tool, with an increase in calls and program registrations after each issue is mailed out.
- President Spradlin inquired about Innovative Interface for Sierra Cloud hosting. He wanted to know who signs off on the IT expenses. This is done by the head of IT and the Library Director. Sierra is the patron database and the catalog. It's a large bill, but it's the operating system of the Library. This is the computer equipment line in the budget.
- President Spradlin inquired about the expense at Long Lake Market. This was for lunch during Staff Development Day.
- President Spradlin asked about Midwest Collaborative Library Services, which is a library consortium the Library is a part of, which provides discounts, library training, and networking.
- President Spradlin asked about the new AEDs from Fire Department. Tera replied that this was a replacement for the Library's old ones, which had expired.
- Trustee Joy Murray inquired about the check for Stryker Sales. Tera will report back.
- President Spradlin asked about some expenses on the budget, with repairs grounds maintenance, and postage all being up. These will be amended during the budget review in March. There were unexpected costs, including the HVAC repairs and computer equipment.
- Trustee Joan Luksik inquired about how the taxes are coming in and expenses align. Director Moon reported the revenues are now starting to come in, as the Library's millage is on the December tax bill and will be reflected on next month's revenue.

Upon discussion, a motion was made by Joy Murray seconded by Shane Spradlin to Approve the **MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS #25285-25334, #5737-5743 FOR A GRAND TOTAL OF \$549,488.91.**

A vote was taken for approval of the motion.

Ayes: Carduner, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

CONSENT AGENDA:

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

A vote was taken for approval of the motion.

Ayes: Carduner, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

Nothing was removed from the consent agenda.

CALL TO THE PUBLIC:

Nicole Gillies, representing the SOC, provided an update on their activities.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

A. PA 152

Director Moon reported on PA 152. This is the Michigan Public Act 152, the Publicly Funded Health Insurance Contribution Act, which requires public employees to contribute to their health insurance costs. This Act gives public employers three options to choose for funding health care costs: (1) the hard cap option, (2) the 80/20 option, or (3) to be exempt. Each December, the Library Board must decide which of the available options to implement for the next fiscal year.

It is recommended by Administration to adopt Option 2, known as the 80/20 Option, for 2026 as it provides a lower health care cost for library employees. The Personnel Committee supports this recommendation.

Upon discussion, a motion was made by Joy Murray, seconded by Joan Luksik **TO ADOPT THE 80/20 OPTION, AS STATED IN PA 152, EFFECTIVE JANUARY 1, 2026.**

A vote was taken for approval of the motion.

Ayes: Carduner, Luksik, Murray, and Spradlin

Nays: None

MOTION CARRIED

B. Construction Management Services RFP

Director Moon shared the process of selecting a construction management firm to work closely with the Library and C2AE/Reed Walker Design Collective. This will be a comprehensive team effort in the upcoming design and construction phases of the library design project. The RFP process was led by Jared Secor, who sent the RFP to eight pre-selected construction management firms. Five proposals were received and reviewed, with three firms being selected for interviews. Jared Secor and Tera Moon responded to questions from the Board. Administration recommends that the Construction Management Services bid be awarded to McCarthy and Smith.

Upon discussion, a motion was made by Joy Murray, seconded by Shane Spradlin **TO APPROVE AWARDING THE CONSTRUCTION MANAGEMENT SERVICES BID TO MCCARTHY AND SMITH, 24317 INDOPLEX CIRCLE, FARMINGTON HILLS, MICHIGAN 48335.**

A vote was taken for approval of the motion.
Ayes: Carduner, Luksik, Murray, and Spradlin
Nays: None

MOTION CARRIED

C. Vending Services Contract Extension

Director Moon reported that the Library's vending services contract runs for three years and is set to expire on March 31, 2026. The Library typically begins a new RFP process each December with the goal of awarding the bid in February. However, because of the upcoming changes related to the library design project, it is requested that the contract with the current provider, JH2 Vending, LLC, be extended for up to one additional year.

Upon discussion, a motion was made by Joan Luksik, seconded by Keith Carduner **TO EXTEND THE VENDING SERVICES CONTRACT WITH JH2 VENDING, LLC, FOR UP TO ONE ADDITIONAL YEAR, MARCH 31, 2027.**

A vote was taken for approval of the motion.
Ayes: Carduner, Luksik, Murray, and Spradlin
Nays: None

MOTION CARRIED

D. Director's Evaluation

December is when the Personnel Committee requests the Board's input on the Library Director's performance during the past fiscal year.

The evaluation process begins with a report from the Library Director to the Board summarizing her activities during 2025. The report, as well as the Director's evaluation form, will be sent to the board before early January 2026. The Trustees will have until January 16, 2026 to submit their comments to the Personnel Committee.

The Personnel Committee will use your input to complete the Director's performance evaluation, share the results, and make a formal recommendation to the full Library Board

regarding the Director's performance and contract at the February 17, 2026 board meeting.

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

None removed.

OTHER:

The Board Committee responsibilities were discussed. The board agreed that trustees would continue in the committees they have been serving on, except for the Friends Liaison. It was agreed that this role would be shared by all the board, with a trustee volunteering to attend the meeting the week before the meeting.

The next Library Board of Trustees meeting will be Tuesday, January 20, 2026 at 6:30 p.m.

A motion was made by Shane Spradlin, seconded by Keith Carduner **TO ADJOURN THE MEETING AT 7:14 P.M.**

A vote was taken for approval of the motion.

Ayes: Carduner, Luksik, Murray, and Spradlin

Nays: None

Submitted by:

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

Joan Luksik, Board Secretary