MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, August 18, 2026
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, 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: Anna Pelepchuk, Circulation Department Head and SOC Representative; Susannah Spradlin, Bloomfield Township Resident

Upon discussion, a motion was made by Judy Lindstrom, 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 attended the Library Garden tour with Jim Slezinski of Goldner Walsh. He highly recommended the tour and praised the interesting plants on the Library grounds. "It just shows again the attention to detail put into everything at the Library," he remarked. He commented on the breadth of the items on the regular agenda and consent agenda, praising library staff for so much being accomplished with regular duties and renovation preparation.

DIRECTOR'S VERBAL REPORT:

Director Moon congratulated the Myers Scholarship winners. She expressed her affection for this annual award ceremony.

With summer reading and the August election concluded, Library staff are focused on

preparing for construction. They have been making plans for moving two workrooms and establishing a shared service desk. The Library has been communicating with the public about what to expect during the 12-day closure. There have been no formal complaints, only curiosity. She expressed gratitude for support from the community and Trustees.

Staff from McCarthy & Smith addressed library staff yesterday with information about what to expect during construction. Project Manager Kyle Pietila emphasized that safety and communication are their top priorities and encouraged staff to report anything that seems unsafe or questionable. He also talked about McCarthy & Smith's experience with doing construction in occupied buildings.

Director Moon, Assistant Director Katherine Dupuis, and Finance Coordinator Kathy Wolosiewicz will be handling the Used Furniture Sale this Saturday, August 22. It starts at 10:00 a.m. for residents only for the first 30 minutes. There has been a lot of interest in the items. It is being run as first come, first served, and purchasers have until August 28 to pick up items.

BUDGET:

- Trustee Joan Luksik inquired about the Pitney Bowes reserve account, which is for deposit account postage for a metered machine.
- Trustee Joan Luksik inquired about Professional Grounds Service. This company maintains the lawn in the summer and the parking lot in the winter.
- President Spradlin inquired about Aero Filter, Inc. which are filters for the HVAC system.
- President Spradlin inquired about Deaf Community Advocacy Network. This was for a sign language interpreter for some youth programs.
- President Spradlin asked about Demco, which is a library supplier that provides furniture and processing supplies.
- Trustee Joy Murray inquired about Aunalytics, which is an IT service provider. Many licenses and IT related expenses come through this vendor.
- President Spradlin commented on the general funds budget, with revenue down as taxes have not been collected. He observed the investments are earning 3.8%.

Upon discussion, a motion was made by Shane Spradlin, seconded by Dani Gillman,
TO APPROVE MONTHLY CASH DISBURSEMENTS IN THE FORM OF CHECKS #25809-25875, #5795-5807 FOR A GRAND TOTAL OF $757,076.98.

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

CONSENT AGENDA:
Nothing was removed from the consent agenda.

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

UNFINISHED BUSINESS:
No unfinished business.

NEW BUSINESS:
12a. PUBLIC BUDGET HEARING
Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2027-March 31, 2028
Director Tera Moon thanked the Department Heads, Administration team, and the Trustees for the collective effort to prepare this preliminary budget. She provided an overview of the Fiscal Year (FY) 2027-2028 Preliminary Budget. The final budget for FY 2027-2028 will be presented in March 2027.

Motion to Approvethe Fiscal Year 2027-2028 Preliminary General Fund Budget:
Upon review and discussion of the Fiscal Year 2027-2028 Preliminary General Fund Budget, a motion was made by Shane Spradlin, seconded by Joy Murray:

> **TO APPROVE ON A FUNCTIONAL AND TOTAL BASIS THE PRELIMINARY GENERAL FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2027 – MARCH 31, 2028, IN THE AMOUNT OF $11,689,843 FOR THE ANTICIPATED REVENUES AND $10,619,325 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR AND THE FUND BALANCE RESERVES SHALL BE INCREASED BY $1,070,519.**
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> **TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, FOR THE CURRENT FISCAL YEAR APRIL 1, 2026 – MARCH 31, 2027, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY: $11,289,876 FOR THE ANTICIPATED REVENUES AND $14,228,801 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE DECREASED BY $2,938,925 THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE LIBRARY DESIGN PROJECT.**

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

Motion to Approve the Fiscal Year 2027-2028 Preliminary Gift Fund Budget:
Upon review and discussion of the FY 2027-2028 Preliminary Gift Fund Budget, a motion was made by Keith Carduner, seconded by Joan Luksik:

> **TO APPROVE THE PRELIMINARY GIFT FUND BUDGET, AS ATTACHED, FOR FISCAL YEAR APRIL 1, 2027 – MARCH 31, 2028, IN THE AMOUNT OF $700 FOR THE**

ANTICIPATED REVENUES AND $162,195 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR THAT FISCAL YEAR.

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

12b. HOLIDAY CALENDAR
Director Moon presented the proposed 2027 holiday calendar, which includes 12 total days closed to the public and two early closings.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Joy Murray, **TO APPROVE THE PROPOSED 2027 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

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

12c. CONSIDER AMENDMENT FROM C2AE REGARDING FEE
Director Moon shared an amendment from C2AE. C2AE requests that this amendment be considered prior to the start of Construction Administration on September 8, 2026. This is a request to amend C2AE's original fee and proposal. C2AE anticipates more personnel hours needed to properly cover Construction Administration.

Upon discussion, a motion was made by Joy Murray, seconded by Keith Carduner, **TO APPROVE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY PLANNING & DESIGN SERVICES, AMENDMENT #2 CONSTRUCTION ADMINISTRATION AS SUBMITTED.**
A vote was taken for approval of the motion.
Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin
Nays: None
MOTION CARRIED

12d. CONSIDER PROPOSAL FROM CTI FOR AV EQUIPMENT IN NEW ADULT & TEEN SERVICES PROGRAM ROOM
Director Moon discussed the AV needs for the new Adult & Teen Program Room.

This new program room is a smaller and more flexible version of the Community Room. Most lectures and demonstrations rely on digital presentation materials that require projection. Many attendees are experiencing hearing loss, so amplified sound is necessary. Having video conferencing capabilities would expand the reach of programs and make this room an alternate virtual meeting location for internal needs. Therefore, like the Community Room, this new program room needs excellent audio-visual (AV) equipment that serves a variety of use

cases and makes programs accessible to all.

In October 2025, the Board awarded a project to upgrade the Community Room AV equipment to the firm CTI after a full RFP process. Administration, Adult and Teen Services, and IT asked for the board's approval to once again hire CTI to procure and install AV equipment in this new space without going through the RFP process.

The bottom line of the quote is $64,213. That includes the 115" LCD screen, 2 speakers, assistive hearing devices, 2 cameras for video conferencing microphones, a DVD/Blu-ray player, all the controls and other items needed plus labor and freight. This price is a few thousand dollars below what the Library paid for the Community Room AV in winter 2025.

Administration, IT, and Adult & Teen Services recommend that the include quote from CTI for Program Conference Room be accepted.

Upon discussion, a motion was made by Joan Luksik, seconded by Joy Murray, **TO APPROVE AWARDING THE ADULT AND TEEN SERVICE PROGRAM ROOM AV PROJECT 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

12e. FORMALLY APPROVE TEMPORARY LIBRARY BUILDING CLOSURE
Director Moon reviewed the need for a temporary library building closure to prepare for Phase 1 of construction.

The Board provided early approval of this closure at the July 30 special board meeting to review the preliminary proposed budget for 2027-2028. Because the Library Board of Trustees must approve closures (except for emergency closures), she requested the Board to formally vote on this time.

Upon discussion, a motion was made by Dani Gillman, seconded by Keith Carduner, **TO APPROVE A TEMPORARY BUILDING CLOSURE TO LAST FROM MONDAY, AUGUST 31, 2026 THROUGH FRIDAY, SEPTEMBER 11, 2026 TO FACILITATE PREPARING FOR PHASE 1 OF THE LIBRARY RENOVATION PROJECT.**

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:
Trustee Judy Lindstrom praised the caladium for looking remarkably well. These plants are growing along the entrance walks. It is a tall, heart-shaped plant with white and pink leaves,

The board discussed some of the public comments shared with them.

Trustee Joan Luksik addressed the query about the classics books. These have been integrated into the regular collection.

Trustee Luksik asked about a publisher from India who wished to donate a special collection. The Library has a world language collection and it is a challenge to find a good source for materials in Indian languages. The contact was given to the head of Adult and Teen Services.

President Shane Spradlin queried about a patron's complaint about a fee on their patron record.

Trustee Dani Gillman commented about a comment praising Mary Miner. She seconded Mary's kindness and patience with technology support.

A motion was made by Shane Spradlin, seconded by Dani Gillman, **TO ADJOURN THE MEETING AT 6:57 PM.**
A vote was taken for approval of the motion.
Ayes: Carduner, Gillman, Lindstrom, Luksik, Murray, and Spradlin
Nays: None

Submitted by:



Keith Carduner, Board Secretary