

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**May 12, 2010**

**Present:** Bordman, Kravetz, Macon, Meyer, Osthaus, Bohrer  
Ken Jacobs, West Bloomfield resident

**Absent &**  
**Excused:** Holtz

**Call to Order**

President Bordman called the meeting to order at 7:40 p.m.

**Approval of Agenda**

**MOTION:**  
**MOVE TO APPROVE THE AGENDA FOR THE MAY 12, 2010 MEETING WITH**  
**ITEM 10A MAGAZINE--SUBSCRIPTION RENEWAL MOVED TO THE TOP OF**  
**THE AGENDA.**

Moved: Osthaus; Second: Kravetz  
Ayes: Osthaus, Kravetz, Bordman, Macon, Meyer  
Nays: None

**MOTION CARRIED.**

**Magazine Subscription Reconsideration**

West Bloomfield resident Ken Jacobs expressed concern with the magazine *Washington Report on Middle East Affairs* currently in the collection at the Main Library. He felt the magazine was not balanced in its approach to issues, but in fact biased to the point of being propaganda. There was discussion by Board members regarding the Library's role in providing materials that offer different viewpoints on issues. Every item

purchased by the Library doesn't need to be balanced in its viewpoint. It was noted that the issues of the subscription are being taken, which is of concern to Library staff.

Mr. Jacobs thanked the Library Board for listening to his concerns and expressed his ongoing support for the Library and great satisfaction with the collection, services and programs offered, since he and his wife are frequent users.

**MOTION:**

**MOVE TO RETAIN THE *WASHINGTON REPORT ON MIDDLE EAST AFFAIRS* THROUGH THE ENTIRE LENGTH OF THE SUBSCRIPTION.**

Moved: Macon; Second: Kravetz  
Ayes: Macon, Kravetz, Bordman, Meyer, Osthaus  
Nays: None

**MOTION CARRIED.**

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE APRIL 14, 2010 MEETING.**

Moved: Osthaus; Second: Meyer  
Ayes: Osthaus, Meyer, Bordman, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MAY 5, 2010 SPECIAL MEETING/WORK SESSION ON THE LIBRARY'S MILLAGE.**

Moved: Osthaus; Second: Kravetz  
Ayes: Osthaus, Kravetz, Bordman, Macon, Meyer  
Nays: None

**MOTION CARRIED.**

## **Financial Report**

The April 2010 financial report was accepted.

## **Director's Report**

Director Bohrer reported on the following:

- The fiber between the two facilities required repair due to fire damage of Detroit Edison poles. Our fiber was lying on the roof of a home that was being demolished. An insurance claim has been filed.
- Year-end statistics for the 09/10 fiscal year show an increase in usage across the board, including circulation, visits, program attendance, computer usage, holds, reference assistance, etc. The collection grew by 7.8% or 22,382 items.
- Warning letters were issued to four individuals for loud and disruptive behavior at the Main Library on April 12, 2010, which is a violation of the Library's Rules of Conduct.
- Our Library participated in a stakeholders' interview session on April 26, 2010 conducted by the team from the North Central Association on Accreditation and School Improvement. The team was examining the West Bloomfield School District's compliance with the seven standards established by the accreditation body. The session was held in the Main Library's meeting room and the team was given a tour of the facility.
- Our Library made the Hennen's Top 100 American Libraries list again this year, ranked as #3 in our population category of 50,000 to 99,999.
- The Michigan Library Association has successfully blocked an attempt to divert new penal/civil fines from the Texting While Driving Ban legislation to the general fund rather than to libraries as outlined in the state constitution.

The Director's Report was accepted.

## **Accounts Payable**

**MOTION:**

**MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$304,701.19 AND RATIFY EXPENSES INCURRED SINCE APRIL 14, 2010 IN THE AMOUNT OF \$78,221.48.**

Moved: Macon: Second: Kravetz  
Ayes: Macon, Kravetz, Bordman, Meyer, Osthaus  
Nays: None  
**MOTION CARRIED.**

### **Approval of Strategic Plan Initiatives for Fiscal Year 2010-2011**

The Board discussed the strategic initiatives prepared for the 2010-2011 fiscal year. There will be a continued emphasis on the Library's service priorities including:

- Customer service and information assistance
- Strong and relevant materials collection
- Support of reading for all ages
- Support—at the Library, through the Online Library, and outreach in the schools—for K-12 students and their parents
- Programs, services and outreach to seniors and senior residences
- Early literacy materials, services and programming
- Add value and convenience to the Online Library

#### **MOTION:**

**MOVE TO APPROVE THE STRATEGIC PLAN INITIATIVES FOR THE 2010-2011 FISCAL YEAR.**

Moved: Osthaus; Second: Kravetz  
Ayes: Osthaus, Kravetz, Bordman, Macon, Meyer  
Nays: None  
**MOTION CARRIED.**

### **Approval of Marketing Plan Initiatives for the 2010-2011 Fiscal Year**

The Board discussed the marketing communication plan for the year which focuses on the service priorities and initiatives detailed in the strategic plan.

**MOTION:**

**MOVE TO APPROVE THE MARKETING PLAN INITIATIVES FOR THE 2010-2011 FISCAL YEAR.**

Moved: Macon; Second: Osthaus  
Ayes: Macon, Osthaus, Bordman, Kravetz, Meyer  
Nays: None

**MOTION CARRIED.**

**Approval of Revision to Rules of Conduct—No Smoking Areas**

The Board discussed the Rules of Conduct in terms of no-smoking areas. There have been numerous complaints from the public about people smoking near the entrances. In addition, there have been staff complaints of smoke that comes into the work area at the Main Library through outside vents near where smoking occurs at the east entrance. There was further discussion on the distance smoking should be prohibited near the entrances with consensus reached at 30 feet.

**MOTION:**

**MOVE TO REVISE THE RULES OF CONDUCT TO INCLUDE NO SMOKING WITHIN 30 FEET OF ANY ENTRANCE AT BOTH FACILITIES.**

Moved: Kravetz; Second: Macon  
Ayes: Kravetz, Macon, Bordman, Meyer, Osthaus  
Nays: None

**MOTION CARRIED.**

The Board asked Director Bohrer to add appropriate signage near all the entrances.

**Approval of Revision to Meeting Room Policy**

The Board reviewed the letter received from Dave Olson, West Bloomfield Deputy Fire Marshal regarding meeting room capacity and the request from the Friends of the Library to hold 50/50 drawings during their programs.

**MOTION:**

**MOVE TO ADD THE CONFERENCE ROOM AND MEETING ROOM CAPACITY NUMBERS TO THE MEETING ROOM POLICY, AS WELL AS LANGUAGE THAT REQUIRES THE FRIENDS OF THE LIBRARY TO RECEIVE ADVANCE PERMISSION FROM THE DIRECTOR/BOARD OF TRUSTEES PRIOR TO PLANNING AN AFTER HOURS EVENT IN ORDER TO ENSURE PROPER STAFFING IS AVAILABLE.**

Moved: Macon; Second: Osthaus  
Ayes: Macon, Osthaus, Bordman, Kravetz, Meyer  
Nays: None

**MOTION CARRIED.**

**MOTION:**

**MOVE TO DENY THE REQUEST OF THE FRIENDS OF THE LIBRARY TO HOLD 50/50 RAFFLE DRAWINGS AT THEIR PROGRAMS HELD IN THE MEETING ROOM OF THE MAIN LIBRARY.**

Moved: Meyer; Second: Kravetz  
Ayes: Meyer, Kravetz, Bordman, Macon, Osthaus  
Nays: None

**MOTION CARRIED.**

**Memorial Recognition for Elaine Goldsmith**

Director Bohrer reported that numerous donations have been received in memory of Elaine Goldsmith who worked for the Library since 1985.

**MOTION:**

**MOVE TO ENGRAVE A PLAQUE ON THE DONOR WALL IN MEMORY OF ELAINE GOLDSMITH.**

Moved: Macon; Second: Kravetz  
Ayes: Macon, Kravetz, Bordman, Meyer, Osthaus  
Nays: None

**MOTION CARRIED.**

Director Bohrer was asked to contact Paul Goldsmith to obtain wording for the plaque.

### **Approval of Millage Renewal Language**

The Board discussed requesting renewal of the .7 mil in the August 2010 primary election. It was noted that ninety percent of the Library's revenue comes from property tax. Falling property values have already decreased the amount of revenue the Library receives. The Library has lost a total of \$1,037,000 in property tax revenue in 2009 and 2010, with additional decreases projected for 2011 and 2012. It was further noted that the Library has taken action to reduce expenditures such as eliminating positions, reducing staff work hours, initiating a wage freeze, reducing employee benefits, renegotiating contracts, streamlining processes for increased efficiency and lower costs and reducing utility and telecommunication costs. If the .7 mil were not renewed, the Library would lose another \$1.9 million, which would require drastic cuts in hours of operation, services, programs and the amount spent on books, audiobooks, large print books, DVDs, CDs, online resources, etc. It was noted that Library usage continues to increase, while revenues are significantly declining.

The Board reviewed renewal language for the .7 mil at the rolled back rate of .6586 for the same term of 15 years prepared by the Library's attorney. Bohrer reported that the figure used for what the .6586 mil would raise when first levied in 2012 was discussed with the Township Assessor.

#### **MOTION:**

**WHEREAS, the Charter Township of West Bloomfield, County of Oakland, State of Michigan (the "Township"), pursuant to Act 164, Public Acts of Michigan, 1877, as amended, has established the West Bloomfield Township Public Library; and**

**WHEREAS, the Board of Trustees (the "Board") of the West Bloomfield Township Public Library, County of Oakland, Michigan (the "Library") determines that it is necessary for the continued operation of the Library that the limitation on taxes which may be imposed each year upon all taxable property in the Township in an amount not to exceed 0.6586 mills (\$0.6586 on each \$1,000.00 of taxable value) for a period of 15 years, beginning in the year 2012 and ending in the year 2026, inclusive, as a renewal of the operating millage previously authorized by the electors of the Township in 1997, for the purpose of providing funds for Library purposes.**

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The following millage proposal shall be submitted to a vote of the qualified electors of the Township, at the regular election to be held on Tuesday, August 3, 2010:

**Library Millage Proposal**

*Approval of this millage renewal will allow for the ongoing operation of the Main Library and the Westacres Branch in order to offer materials, resources, services, programs and technology.*

Shall the limitation on the amount of taxes which may be imposed on taxable property within the Charter Township of West Bloomfield be renewed for the identical amount to be levied in the year 2011, which amount shall not exceed the current millage rate of \$0.6586 per thousand dollars (0.6586 mills) of the taxable value on all taxable property in the Charter Township of West Bloomfield for a period of fifteen (15) years, beginning in the year 2012 and ending in the year 2026, inclusive, as a continuation of the prior millage increase authorization previously approved by the electors which shall expire with the 2011 levy, for the purpose of providing library funds for the West Bloomfield Township Public Library? It is estimated that 0.6586 mills would raise approximately \$1,925,775.00 when first levied with the December 1, 2012 levy.

2. The Secretary of the Board is hereby directed to request the Clerk of the Township to post and publish or cause to be posted and published notice of registration and of the election in the manner required by law. The notices shall be in substantially the forms set forth in Exhibits A and B attached hereto.

3. The Secretary of the Board shall work with the Clerk of the Township to have prepared and printed as provided by law, ballots for submitting said proposition, which ballots shall be in the form appearing in the foregoing notice, or said proposition shall be stated as a separate proposition on the voting machines.

4. The Treasurer of the Library is hereby directed to pay the costs of publishing and posting the notices required by this resolution.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.



Moved: Kravetz; Second: Osthaus  
Ayes: Kravetz, Osthaus, Bordman, Macon, Meyer  
Nays: None

**MOTION CARRIED.**

The meeting was adjourned at 9:05 p.m.

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Carol Kravetz, Secretary