

MINUTES
WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 14, 2011

Present: Bordman, Kravetz, Macon, Osthaus, Bohrer

**Absent &
Excused:** Holtz, Meyer

Call to Order

President Macon called the meeting to order at 7:30 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA WITH ITEM 11B—AWARD BID FOR JANITORIAL SERVICES MOVED TO RIGHT AFTER THE APPROVAL OF THE AGENDA.

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

MOTION CARRIED.

Award Bid for Janitorial Services

Branch managers Brenda Plizga and Steve Ketcham presented the analysis of the bids received for janitorial services at both facilities. The staff recommended PIC Maintenance, Inc., the low bidder. The annual cost for janitorial services (6 nights at the Main Library and 5 nights at the Westacres Branch) submitted by the low bidder was \$55,998.00.

MOTION:

MOVE TO AWARD THE BID FOR JANITORIAL SERVICES FOR BOTH FACILITIES FOR THE PERIOD OF 1/1/12 THROUGH 12/31/12, WITH AN OPTION TO RENEW FOR ANOTHER YEAR AT THE SAME TERMS, TO PIC MAINTENANCE, INC., THE LOW BIDDER, IN THE AMOUNT OF \$55,998.00.

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

MOTION CARRIED.

Update from the Friends of the Library

Trustee Osthaus reported that the Friends of the Library want to hold a fundraiser that involves a movie sing-along. They want to approach the West Bloomfield Schools to be a partner in the event.

MOTION:

MOVE TO APPROVE, IN CONCEPT, THE FUNDRAISING ACTIVITY, POTENTIALLY IN PARTNERSHIP WITH THE WEST BLOOMFIELD SCHOOLS, PROPOSED BY THE FRIENDS OF THE LIBRARY AS LONG AS WRITTEN DETAILS ARE SUBMITTED FOR FINAL REVIEW AND APPROVAL.

Moved: Bordman
Second: Kravetz
Ayes: Bordman, Kravetz, Macon, Osthaus

MOTION CARRIED.

The Director was asked to inform the Friends of the Board's decision and to ask that all future requests come to the Board in writing.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 9, 2011 MEETING.

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

MOTION CARRIED.

Financial Report

The November 2011 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The work requested by the Fire Marshall on the fire suppression system at the Main Library has been completed to his satisfaction.
- Additional pull-out shelving units are being ordered for the youth services department at the Main Library to accommodate the growing CD and video game collections.
- In the spring, caulking between the roofing copper and the gallery windows at the Main Library will need to be replaced. The existing copper has deteriorated to the point that a strong rain paired with strong winds results in water seepage.
- The civic center paving project will begin on May 1, 2012 and be completed by the end of August. The Library's south parking lot is estimated to be completed by June 1, 2012. The December 6, 2011 cost analysis indicates our portion of the entire project, including the boulevard, to be \$384,619.00. The project will cause considerable disruption on the campus. The next project meeting is scheduled for January 9, 2012.

Bohrer also reported that at the December 12, 2011 Township Board meeting the Trustees did not vote for option #1 on the exterior parking lot lighting project, which means our parking lot lights will not be upgraded at the time the paving project is scheduled. Actually, the Township Board didn't vote for any of the presented options, but chose to go through a lengthy process of receiving EECBG credits and updating the

parking lot lighting little by little over a period of time much longer than the paving project would take. In addition, there was no guarantee made at the meeting that the Library's parking lot lights would be paid for by the Township.

MOTION:

MOVE TO PAY FOR THE UPGRADING OF THE LIBRARY'S EXTERIOR PARKING LOT LIGHTING (SOUTH LOT CLOSEST TO THE BUILDING) ESTIMATED TO BE \$12,495.00 TO COINCIDE WITH THE CIVIC CENTER PAVING PROJECT TO BE PAID FROM THE CAPITAL IMPROVEMENTS/AUTOMATION DEVELOPMENT FUND, ONLY IF ANY EECBG CREDITS EARNED ARE RETURNED TO THE LIBRARY.

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

MOTION CARRIED.

Bohrer was directed to inform the Township's planner of the Library Board's decision.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$176,567.04 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 9, 2011 IN THE AMOUNT OF \$149,579.99.

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

MOTION CARRIED.

Review of Fiscal Year 2012/2013 Budget

The Board discussed the proposed balanced budget for fiscal year 2012/13, which received initial review by the Board's budget committee. It is projected that the Library will receive \$4,754,439 in revenue, which is about a 4% reduction over last fiscal year. Revenue from property tax, service contracts, and penal fines continue to show a decline. State aid, interest and fines/fees remain fairly constant. The building debt is now fully paid. Savings realized from no debt payment must be used to continue operations at the current level of hours, resources and services. The savings does help to restore some, but no all, of the funds lost in the materials budget over the last three years. The Friends of the Library will continue to make a significant contribution to assist in maintaining a strong materials collection across a variety formats. Property tax is still expected to decline, although not as dramatically, through our fiscal year 2014/15. Expenditures continue to be contained. Staff positions currently unfunded will remain unfunded.

MOTION:

MOVE TO SET A HEARING ON THE 2012-2013 FISCAL YEAR BUDGET FOR WEDNESDAY, JANUARY 11, 2012 AT 7:15 P.M. IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.

Moved: Osthau
Second: Bordman
Ayes: Osthau, Bordman, Kravetz, Macon
Nays: None

MOTION CARRIED.

Award Bid for Cisco SmartNet Maintenance Services

The Board reviewed bids received and the staff recommendation regarding the annual Cisco SmartNet maintenance services contracts, with an expiration date of January 21, 2013.

MOTION:

MOVE TO AWARD THE CISCO SMARTNET ANNUAL MAINTENANCE SERVICE CONTRACTS TO GOVERNMENT CONNECTION, THE LOW BIDDER, IN THE AMOUNT OF \$25,500.20.

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

MOTION CARRIED.

Public Act 152—80/20 Health Insurance Payment Option

The Director reported that the Library is required to comply with Public Act 152 of 2011. The Board must select a payment option from the two that are itemized in the law.

MOTION:

MOVE TO APPROVE THE SELECTION OF THE 80/20 HEALTH INSURANCE PAYMENT OPTION AS OUTLINED IN PUBLIC ACT 152 FOR THE HEALTH INSURANCE CONTRACT YEAR BEGINNING NOVEMBER 2012.

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

MOTION CARRIED.

Establishment of Code 125 Cafeteria Plan

The Board reviewed the Code 125 Cafeteria Plan document prepared by the Library's labor attorney, which is required in order for staff to pay for their portion of the health insurance premium in pre-tax dollars.

MOTION:

WHEREAS, THE EMPLOYER DESIRES TO ESTABLISH THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY CODE SECTION 125 – CAFETERIA PLAN TO COMPLY WITH AND REFLECT RECENT LAW AND PLAN DESIGN CHANGES INCLUDING OFFERING AN OPT-OUT CASH PAYMENT TO ANY ELIGIBLE EMPLOYEE WHO WAIVES COVERAGE UNDER THE EMPLOYER'S GROUP HEALTH PLAN.

NOW THEREFORE, BE IT RESOLVED, THAT THE PLAN, IN THE FORM PRESENTED TO THE BOARD OF TRUSTEES, IS APPROVED AND ADOPTED GENERALLY EFFECTIVE AS OF JANUARY 1, 2012, EXCEPT AS OTHERWISE PROVIDED THEREIN.

RESOLVED FURTHER, THAT ANY ACTIONS TAKEN PREVIOUSLY IN IMPLEMENTING THE BENEFIT DESIGN CHANGES OR CHANGES NECESSARY TO COMPLY WITH RECENT LAW CHANGES FOR THE PLAN ARE HEREBY RATIFIED, CONFIRMED, AND APPROVED.

RESOLVED FURTHER, THAT THE LIBRARY DIRECTOR IS AUTHORIZED AND DIRECTED TO EXECUTE THE PLAN, AND TAKE SUCH OTHER ACTION AS MAY BE NECESSARY OR APPROPRIATE TO IMPLEMENT THE PLAN OR THESE RESOLUTIONS.

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

MOTION CARRIED.

The meeting was adjourned at 8:30 a.m.

Carol Kravetz, Secretary