

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
May 8, 2013**

Present: Bordman, Kravetz, Holtz, Macon, Meyer, Osthaus, Bohrer

Absent: None

Call to Order

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

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE MAY 8, 2013 MEETING

Moved: Kravetz

Second: Holtz

Ayes: Kravetz, Holtz, Bordman, Macon, Meyer, Osthaus

Nays: None

MOTION CARRIED.

Friends of the Library Update

The annual meeting of the Friends of the Library will be held at May 16, 2013 at 11:30 a.m. in the meeting room at the Main Library.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE APRIL 8, 2013 MEETING.

Moved: Holtz

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

Financial Report

The March 2013 (13th month) and April 2013 financial reports were received.

Director's Report

Director Bohrer reported on the following:

- An individual's library privileges were suspended for six months due to theft of another library user's property. A police report was filed and the property recovered.
- A review of the usage and collection statistics for the 2012-2103 fiscal year.
- The library received two public relations awards from the American Library Association for our *Counting the Days to Kindergarten* materials and the new patron orientation booklet/packet. The orientation booklet was made possible due to a generous donation from the Friends of the Library.
- An update on the civic center paving project. The drive-up window and book drops will be unavailable from May 11, 2013 through June 11, 2013, which is a change from the original dates.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$227,961.39 AND RATIFY EXPENSES INCURRED SINCE APRIL 8, 2013 IN THE AMOUNT OF \$238,086.50.

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

Approval of Strategic Plan Initiatives for Fiscal Year 2013-2014

MOTION:

MOVE TO APPROVE THE STRATEGIC PLAN INITIATIVES FOR THE 2013-2014 FISCAL YEAR.

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

MOTION CARRIED.

Award Bid for Carpet Cleaning Services

MOTION:

MOVE TO AWARD THE BID FOR CARPET CLEANING SERVICES FOR BOTH FACILITIES TO THE LOW BID VENDOR, DALTON COMMERCIAL CLEANING SERVICES, IN THE AMOUNT OF \$4,667.00.

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

MOTION CARRIED.

Approval of Bid Specifications for HVAC Preventative Maintenance

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS AND ADVERTISEMENT FOR HVAC PREVENTATIVE MAINTENANCE SERVICES FOR BOTH FACILITIES.

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

MOTION CARRIED.

Approval of Bid Specifications for Youth Educational Games Workstations

Director Bohrer discussed the bid specifications which cover replacement of 18 educational games workstations located at both facilities. This action is reflected in the Library's information technology replacement plan. The Library is moving away from using educational games on CD-ROMs due to limited availability to making the educational games available through apps.

MOTION:

MOVE TO APPROVE BID SPECIFICATIONS AND ADVERTISEMENT FOR REPLACEMENT OF 18 EDUCATIONAL GAME WORKSTATIONS AT BOTH FACILITIES.

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

MOTION CARRIED.

Approval of Revisions to the Collection Development Policy

MOTION:

MOVE TO APPROVE THE RECOMMENDED REVISIONS TO THE COLLECTION DEVELOPMENT POLICY'S ADMINISTRATIVE GUIDELINES COVERING ADULT SERVICES, YOUNG ADULT SERVICES, YOUTH SERVICES AND ELECTRONIC RESOURCES.

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

MOTION CARRIED.

The meeting was adjourned at 8:10 p.m.

Carol Kravetz, Secretary