

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting of**  
**January 14, 2015**

**Present:** Bordman, Kravetz, Macon, Osthaus, Bohrer  
Steve Gibson, Jeremy Chambers—Plante and Moran Financial Services

**Absent &**  
**Excused:** Holtz, Meyer

**Call to Order**

The meeting was called to order by President Macon at 10:00 a.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE JANUARY 14, 2015 WITH THE ADDITION OF  
ITEM 12E-MAY 2015 BOARD MEETING DATE.**

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

**MOTION CARRIED.**

**Public Hearing on the FY 2015/2016 Budget**

President Macon opened the public hearing on the FY 2015/2016 budget. Since no one was present to make comment, President Macon closed the public hearing.

## **Presentation on Defined Contribution Pension Plan Update and Fund Recommendations**

Jeremy Chambers and Steve Gibson, Plante Moran Financial Advisors, presented on the following:

- A successful education meeting was held for all employees participating in the plan.
- The Library's investment policy statement for the defined contribution benefit plan and trust doesn't require any modifications at this time.
- A review of market conditions.
- A review of the performance of the Library's current fund options with a recommendation to replace two of the existing funds highlighting the reasons for the two changes. PIMCO Total Return will be replaced by Metropolitan West Total Return Bond and Thornburg International Value will be replaced with Vanguard International Growth.
- A review of the fee analysis for the plan.

The Board discussed the recommendations.

### **MOTION:**

#### **MOVE TO REPLACE PIMCO TOTAL RETURN WITH METROPOLITAN WEST TOTAL RETURN BOND.**

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

**MOTION CARRIED.**

### **MOTION:**

#### **MOVE TO REPLACE THORNBURG INTERNATIONAL VALUE WITH VANGUARD INTERNATIONAL GROWTH.**

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

**MOTION CARRIED.**

Mr. Gibson indicated that the Library's 457 plan will be reviewed in the coming months. It was noted that the Library's minutes do properly reflect any action items. Plante and Moran Financial Services will also be maintaining records on goals, objectives and action items.

The Board thanked Mr. Gibson and Mr. Chambers for their thorough presentation.

### **Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE DECEMBER 17, 2014 MEETING.**

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

**MOTION CARRIED.**

### **Financial Reports**

The December 2014 financial statements were received.

### **Director's Report**

Director Bohrer reported on the following:

- The results of the mobile device survey that was conducted both online and within both facilities in October 2014 and some of the implications to ongoing operations and service delivery.
- Department quarterly reports covering October through December 2014.
- Michigan Library Association advocacy report and draft action plan.

The Director's Report was received.

### **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$197,565.74 AND RATIFY EXPENSES PAID SINCE DECEMBER 17, 2014 IN THE AMOUNT OF \$70,951.52.**

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

### **Approval of FY 2015/2016 Budget**

**MOTION:**

**MOVE TO APPROVE THE FY 2015/2016 BUDGET.**

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

### **Approval of Bid Specifications for Upgrade to the Existing Telephone System**

IT Coordinator Rob Pesale reviewed the draft bid specifications to upgrade the Library's existing Inter-Tel/Mitel telephone system. The bid asks for a specific upgrade package which will allow the Library to utilize smart phones with soft phone technology and continue to use the hard-lined phones currently installed throughout both facilities. There will be no system substitutions accepted. Mr. Pesale further explained that the upgrade will allow the use of non-proprietary smart phones at all public service desks to enhance customer service. Mr. Pesale plans to develop technologies which will allow the smart phones to be used for paging materials, for help desk reporting and online catalog searching, which our current phones cannot do. Mr. Pesale reported that he will continue to maintain the system after the upgrade.

**MOTION:**

**MOVE TO APPROVE THE BID PROPOSAL SPECIFICATIONS TO BE ISSUED TO UPGRADE THE LIBRARY'S EXISTING TELEPHONE SYSTEM.**

Moved: Kravetz  
Second: Bordman

Ayes: Kravetz, Bordman, Macon, Osthaus

Nays: None

**MOTION CARRIED.**

### **Award Bid for Cisco SmartNet Maintenance Contracts**

IT Coordinator Rob Pesale reviewed the bid results with the Board.

**MOTION:**

**MOVE TO AWARD THE BID FOR CISCO SMARTNET MAINTENANCE ANNUAL CONTRACTS TO THE LOW BID VENDOR HI-TECH SYSTEM SERVICE, INC. AT A COST OF \$10,708.00.**

Moved: Osthaus

Second: Bordman

Ayes: Osthaus, Bordman, Kravetz, Macon

Nays: None

**MOTION CARRIED.**

### **Late Receipt of Tax Monies**

Director Bohrer reported that the first 2014 tax receipt distribution was received 12 days late. The statutory deadline for the distribution was January 2, 2015, but it was received on January 12, 2015. Director Bohrer explained that she never received a reason why the payment was not wired into the Library's account on time. When the initial call to inquire was made, the Assistant Treasurer insisted it had been made. The Board discussed the situation in light of the impact of late distributions on the Library's cash flow.

**MOTION:**

**MOVE TO DIRECT THE BOARD PRESIDENT AND LIBRARY DIRECTOR TO SEND A LETTER TO THE TOWNSHIP TREASURER, COPIED TO ALL WEST BLOOMFIELD TOWNSHIP BOARD MEMBERS, EXPRESSING THE LIBRARY BOARD'S CONCERN OVER NOT RECEIVING TAX RECEIPTS BY THE STATUTORY DEADLINE AND REQUESTING THAT LOST INTEREST BE PAID AND ALL FUTURE FUNDS BE DEPOSITED INTO AN ACCOUNT OF OUR CHOOSING AS HAS BEEN THE PRACTICE IN THE PAST.**

Moved: Bordman

Second: Osthaus

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

### **May 2015 Board Meeting Date**

Director Bohrer asked that the Board consider a change in the May 2015 meeting date due to a potential conflict.

**MOTION:**

**MOVE TO CHANGE THE MAY DATE FOR THE MONTHLY BOARD MEETING FROM MAY 13, 2015 TO MAY 20, 2015.**

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

The meeting was adjourned at 11:15 a.m.

---

Carol Kravetz, Secretary