

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

Present: Eickemeyer, 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 OCTOBER 14, 2015 MEETING.

Moved: Kravetz

Second: Holtz

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

Nays: None

MOTION CARRIED.

Public Comment

Trustee Osthaus reported on the successful book sale held by the Friends of the Library on October 9-11, 2015. A total of 215 volunteer hours were used during the sale, with an additional 500 volunteer hours used working up to the sale to price and sort books. Trustee Osthaus thanked those Board members who volunteered their time during the event.

Correspondence

- A letter was received from the Rotary Club of West Bloomfield informing the Library of a donation made in the name of all their weekly meeting speakers during the Rotary year of July 1, 2014 through June 20, 2015.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 9, 2015 MEETING.

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

MOTION CARRIED.

Financial Reports

The September 2015 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- Repair work on the Westacres Branch should be completed by mid-November 2015. MMRMA has already reimbursed the Library for the temporary boarding up of the accident site.
- The electrical engineer working on the back-up generator project provided an interim report. The full report should be ready for Board presentation at the November 18, 2015 meeting.
- The Fire Department has made its annual inspection at the Westacres Branch and will soon be coming to the Main Library.
- The Library's endowment mailing is scheduled to go out in early November and will include a letter from the Director and the President of the Friends of the Library.
- Two individuals were suspended for six months due to violations of the Library's Rules of Conduct. The West Bloomfield Police Department officers were called in to assist with the situation.

- All non-supervisory librarians will be attending the Michigan Library Association Annual Conference in Novi during the week of October 25, 2015 for at least one of the three days.
- The Library has prepared an article for the City of Keego Harbor's newsletter at their request.
- Quarterly reports for the period of July – September 2015 were prepared.
- Staff is working on potential strategies to address the complaints received in the customer satisfaction survey from drive-up users regarding wait time. Service at the drive-up window has moved away from the initial intent and implementation of a "quick pick-up window." Many customer requests/issues at the window should be addressed within the facility, since they are directly impacting on wait time and line-up within the circular drive.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$316,013.69 AND RATIFY EXPENSES PAID SINCE SEPTEMBER 9, 2015 IN THE AMOUNT OF \$144,408.61.

Moved: Osthaus

Second: Holtz

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

Nays: None

MOTION CARRIED.

Award Bid for Janitorial Services

The Board reviewed the six bids received for janitorial services at both facilities. Bohrer reported that a mandatory pre-bid meeting was held on September 17, 2015 with 12 companies in attendance. Staff recommended the qualified low bid company, All Task Cleaning Services, which had excellent references.

MOTION:

MOVE TO AWARD THE BID FOR JANITORIAL SERVICES (6 NIGHTS AT MAIN AND 5 NIGHTS AT THE WESTACRES BRANCH) WITH A ONE-YEAR OPTION TO RENEW TO THE LOW BID VENDOR, ALL TASK CLEANING SERVICES, AT AN ANNUAL COST OF \$49,800.00.

Moved: Kravetz

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

Award Bid for Upgrade to Security Camera System

The Board reviewed the seven bids for the upgrade to the Library's security camera system at both facilities. Staff recommended the qualified low bid company, Absolute Security. The Library has been extremely satisfied with previous work from Absolute Security.

MOTION:

MOVE TO AWARD THE BID FOR THE UPGRADE TO THE LIBRARY'S SECURITY CAMERA SYSTEM AT BOTH FACILITIES FOR A COST OF \$82,318.00.

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

Approval of 2016 Holiday Closing Schedule

MOTION:

MOVE TO APPROVE THE 2016 CALENDAR OF HOLIDAY CLOSINGS AS PRESENTED.

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

Approval of 2016 Schedule of Library Board Meetings

MOTION:

MOVE TO APPROVE THE 2016 SCHEDULE OF BOARD MEETINGS AS PRESENTED.

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

Approval of Computer Hardware/Software Replacement Plan

Director Bohrer reviewed the replacement plan prepared the Coordinator of Information Technology which is broken down into three parts—the equipment/software covered by the plan, the estimate per cycle for upgrading/replacing the equipment/software and the yearly amount of money that must be included in the budget for transfer into the CIAD Fund to ensure the upgrade costs are covered.

MOTION:

MOVE TO APPROVE THE COMPUTER HARDWARE/SOFTWARE REPLACEMENT PLAN.

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

The meeting was adjourned at 8:15 p.m.

Carol Kravetz, Secretary