

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
August 10, 2016

Present: Eickemeyer, Holtz, Kravetz, Macon, Osthaus, Bohrer
John Waldrop, TMP Architecture
Carol Foster, West Bloomfield resident

**Absent &
Excused:** Meyer

Call to Order

President Macon called the meeting to order at 7:00 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE AUGUST 10, 2016 MEETING.

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

MOTION CARRIED.

**Award Bid for Installation of Back-Up Generators and Boilers and
Construction of Six Group Study Rooms—TMP Architecture**

John Waldrop reported that the public bid for the project was handled by the Library's construction manager, Frank Rewold and Son. Mr. Waldrop went through the bid award

recommendations for the various categories of work for the project. The low bidder in each category was interviewed by the construction manager and, in some cases, the architect and the electrical and mechanical consultants were present. The interviews were to ensure the scope of work was covered. In the instance coverage was missing, the next low bidder was interviewed. In the one category where no bids were received, the construction manager solicited a quote from several companies and one did respond. For all the trade categories the lowest qualified bidder was recommended.

MOTION:

MOVE TO AWARD THE BIDS TO THE FOLLOWING COMPANIES, BASED ON THE ARCHITECT AND CONSTRUCTION MANAGER'S INTERVIEWS AND RECOMMENDATIONS: BLUE STAR, 6-K CONSTRUCTION, MASONRY DEVELOPERS, LANDRY BROTHERS, HURON ACOUSTIC TILE COMPANY, ROCHESTER HILLS CONTRACT GLAZING, LIBRARY DESIGN ASSOCIATES, DUROSS PAINTING COMPANY, MILLS MECHANICAL AND ADVANTAGE ELECTRIC AND CONTROLS, INC. FOR A TOTAL COST OF \$321,309.00.

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

MOTION CARRIED.

Director Bohrer reported that the current back-up generator is no longer operable, so a bulletin will be issued to alter the work slightly to adjust the load to two rather than three generators. Mr. Waldrop explained the slight alterations. A temporary back-up generator will be rented to cover the minimum load requirement during construction.

Director Bohrer reported the construction manager felt for safety and full access to the work site by the various trades involved, the circular drive, drive-up window, and exterior book drops would need to be closed during the exterior work on the back-generator at the Main Library. The Board concurred. According to the construction manager, the Westacres Branch operation will not be impacted during work on their back-up generator other than some reduced parking. During the time the electrical power is cutover, each facility will need to be closed. Mr. Waldrop reported about 1 day would be necessary.

There was discussion about whether to close during the noisiest part of the interior work at the Main Library. It was the consensus of the Board to keep the inside operations of the Library open throughout interior construction.

Director Bohrer was asked to prepare information for the public on the construction projects.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JULY 13, 2016 MEETING.

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

MOTION CARRIED.

Financial Report

The July 2016 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The Sister Library youth delegation visit on July 28-30,2016 was a success. A highlight was bringing together the delegation with the participants of the Roosevelt School summer camp on Library Learning Day.
- Outreach plans for the next year (September 2016-August 2017) for the youth, teen and adult services which support our service priorities.
- The Public Library Association/Harvard Family Research Project's foundational document entitled *Public Library; A Vital Space for Family Engagement*. This is the product of the PLA Task Force on Family Engagement for which Director Bohrer is a co-chair.
- Director Bohrer served on a presentation panel with members of the Harvard Family Research Project at the American Library Association Annual Conference in June 2016. She has been asked to present with them again at the National Families Learning Center's 2016 Families Learning Summit in October.
- The Library's annual report for 2015/16 is currently at the printer and will be available for distribution in about a week.
- The Michigan Library Association's July advocacy report which focuses on relief from tax capture.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$364,161.36 AND RATIFY EXPENSES INCURRED SINCE JULY 13, 2016 IN THE AMOUNT OF \$85,636.86.

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

Approval of Update to ACH/Electronic Transaction Policy

Director Bohrer reported that a slight revision is necessary to the policy which adds the word "wire" in several places. In addition, the signature cards must be brought up-to-date. The policy indicates the Treasurer and Assistant Secretary/Treasurer are included. Currently, no vendors are paid through an ACH arrangement.

MOTION:

MOVE TO APPROVE THE RECOMMENDED CHANGE TO THE AUTOMATED CLEARING HOUSE ARRANGEMENTS AND ELECTRONIC TRANSACTIONS AND TRANSFERS OF FUNDS POLICY.

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

Update of Telefacsimile Policy

Director Bohrer provided the Board with the current telephone charges and their impact on telefacsimile fees and the average amount of usage in a given day. The current fee schedule is outdated having not been updated since 2006. The Coordinator of Adult Services suggests a cost of \$1.00 per outgoing page for all faxes, local, domestic and international, except for the cover page which would remain free. Incoming charges would remain \$1.00 per page. The Board discussed making the service free, but the majority felt that staff time for this special service must be compensated. At the

suggested new rate, the Library's fees are more reasonable than any other private entity in the area.

MOTION:

MOVE TO REVISE THE TELEFACSIMILE POLICY TO CHARGE \$1.00 FOR ALL OUTGOING PAGES (LOCAL, DOMESTIC, INTERNATIONAL, TOLL FREE) EXCEPT FOR THE COVER PAGE WHICH WOULD REMAIN FREE AND \$1.00 FOR EACH INCOMING PAGE.

Moved: Eickemeyer
Second: Holtz
Ayes: Eickemeyer, Holtz, Kravetz, Macon
Nays: Osthau

MOTION CARRIED.

Approval of Mid-Year Adjustments to 16/17 Budget

Director Bohrer presented the mid-year budget adjustments. Overall, revenue increased by \$61,894.00 primarily due to a small increase in property tax and penal fine revenue. For the most part, the revenue increase allowed for additional expense in capital outlay/materials collection.

MOTION:

MOVE TO APPROVE THE MID-YEAR ADJUSTMENTS TO THE 2016-2017 BUDGET.

Moved: Osthau
Second: Kravetz
Ayes: Osthau, Kravetz, Eickemeyer, Holtz, Macon
Nays: None

MOTION CARRIED.

Set 2016 Millage Levy

MOTION:

MOVE TO APPROVE THE TAX LEVY RESOLUTION AS PRESENTED WHICH SETS THE COLLECTION OF THE 2016 TAX LEVY AT 1.7 MIL, SUBJECT TO THE HEADLEE ROLLBACK.

Moved: Kravetz
Second: Osthau

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

The meeting was adjourned at 7:47 p.m.

Carol Kravetz, Secretary