

**Minutes  
For the West Bloomfield Township Public Library  
Board Meeting of  
March 22, 2017**

**Present:** Eickemeyer, Foster, Holtz, Kravetz, Macon, Meyer, Bohrer  
Steven Gibson, Ryan Knabusch—Plante Moran Financial Advisors

**Absent:** None

**Call to Order**

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

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE MARCH 22, 2017 MEETING.**

Moved: Holtz

Second: Macon

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

Nays: None

**MOTION CARRIED.**

**Presentation on Annual Review of Defined Contribution Plan**

Steven Gibson and Ryan Knabusch from Plante Moran Financial Advisors (PMFA) made a presentation on the Library's defined contribution plan which included a review of the investment policy, a market review, investment option updates, expense analysis, and industry trends.

The following recommendations with detailed supporting information were made. Each recommendation was thoroughly discussed with all Board member questions answered.

- Replace Eagle Small Cap Growth with T. Rowe Price QM Small Cap
- Move to the alternate share classes of Fidelity Strategic Income, American Century Mid Cap Value, Invesco Small Cap Value and American Funds EuroPacific Growth

- Replace Wells Fargo target date funds with JPMorgan Smart Retirement funds

**MOTION:**

**MOVE TO APPROVE ALL THE RECOMMENDATIONS FROM PLANTE MORAN FINANCIAL ADVISORS AS PRESENTED FOR THE DEFINED CONTRIBUTION PLAN.**

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

PMFA made a presentation on the analysis of Library's voluntary 457 plan. After discussion, the Board directed PMFA to reach out to Wells Fargo to determine the cost for Wells Fargo administering both plans. They were also asked to reach out to Nationwide to gather more information on a different platform that might reduce the cost of the plan and streamline the investment offerings.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE JANUARY 11, 2017 MEETING.**

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

**Financial Report**

The January and February 2017 financial statements were received.

**Director's Report**

Director Bohrer reported on the following:

- The progress on the final aspects of the capital projects at both facilities.

- The layout for the young adult room at the Main Library which provides better sightlines and use of space allowing for more computers and more seating.
- Making available certain promotional information by text message as an option for users.
- The Library reached full PCI compliance.
- The next youth delegation from Awaji City, Japan will be from July 26-28, 2017.
- The Friends of the Library are holding a fundraiser at Panera Bread in West Bloomfield on May 8, 2017 from 4-8 p.m.
- Margaret Neubacher, a previous Library Board member from 1983-1994, passed away on January 5, 2017. It was the consensus of the Board that past practice be followed and a plaque in her memory be included on the endowment wall.
- The Road Commission will soon start work on moving the Library's dark fiber on the poles at the Walnut Lake and Farmington Road intersection.
- The Michigan Week Breakfast will be held on Friday, May 19, 2017 at 7:30 a.m. The Library's hidden treasure is Dennis Allgeier, who volunteers in our outreach service to senior facilities.
- The Chamber of Commerce Awards dinner will be held on Tuesday, May 9, 2017 at 6 p.m.
- The new guide to services will be available for distribution by the end of the month for our welcome packets. The new guide to the youth services room at both facilities is currently available for distribution in our welcome packets.

The Director's Report was received.

### **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT \$471,196.28 AND RATIFY EXPENSES INCURRED SINCE JANUARY 11, 2017 IN THE AMOUNT OF \$534,341.05.**

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

**MOTION CARRIED.**

### **Revisions to Circulation Policy**

Bohrer presented several updates to circulation policies including the incorporation of the auto renewal service; the removal of a user fee for interlibrary loan since it no longer exists; and the removal of references to formats no longer available at the Library.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS TO THE CIRCULATION POLICIES AS PRESENTED.**

Moved: Holtz  
Second: Foster  
Ayes: Holtz, Foster, Kravetz, Macon, Meyer  
Nays: Eickemeyer

**MOTION CARRIED.**

**Award Bid for Entrance Canopy Maintenance and Repair**

The Board reviewed the information on the five bids received for wood soffits/fascia cleaning, power washing, repair/replacement and sealing at the Main Library, along with a staff recommendation.

**MOTION:**

**MOVE TO AWARD THE BID FOR WOOD SOFFITS/FASCIA CLEANING, POWER WASHING, REPAIR/REPLACEMENT AND SEALING AT THE MAIN LIBRARY TO J. JOHNSON BUILDING AND GENERAL CONTRACTOR AT A COST OF \$10,900.00.**

Moved: Macon  
Second: Foster  
Ayes: Macon, Foster, Eickemeyer, Kravetz, Holtz, Meyer  
Nays: None'

**MOTION CARRIED.**

**Revisions to the Tutorial Room/Group Study Room Usage and Rules of Conduct**

Director Bohrer asked that no discussion/action be taken on the revision to the tutorial room/group study room usage policy at this time. Staff is investigating offering an open recreational gaming opportunity in the Library's meeting room during the week starting sometime in April 2017. If such programming should take place, then revision to the group study room policy may not be necessary. Director Bohrer is receiving positive feedback from groups using the Library for recreational gaming regarding the use of the meeting room. The Board agreed.

**Approval of Final Budget Adjustments for FY 2016-2017**

**MOTION:**

**MOVE TO APPROVE THE FINAL BUDGET ADJUSTMENTS FOR THE 2016-2017 FISCAL YEAR.**

Moved: Macon

Second: Eickemeyer

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

Nays: None

**MOTION CARRIED.**

The meeting was adjourned at 8:45 p.m.

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Carol Foster, Secretary