

Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
June 13, 2012

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

**Absent &
Excused:** Holtz

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 JUNE 13, 2012 MEETING WITH THE ADDITIONS OF #10C—REVISION TO THE EXHIBITS, DISPLAYS, HANDOUTS AND ANNOUNCEMENTS POLICY AND #10D—REVISION TO THE PUBLIC MEETING ROOM/CONFERENCE ROOM RENTAL POLICY.

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

MOTION CARRIED.

Friends of the Library Report

President Macon reported that the Friends of the Library sponsored a float in the Keego Harbor Memorial Day Parade. He thanked Branch Manager Mary Killian for her assistance. The handouts provided by the Library for distribution were very well received.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE APRIL 11, 2012 MEETING.

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

MOTION CARRIED.

Financial Reports

The April and May 2012 financial reports were received.

Director's Reports

Director Bohrer reported on the following:

- Year-end statistics reflect an overall increase in usage. Circulation per capita is at an all time high of 39.3 compared to the state average of 9.2 for a Class VI library.
- A luncheon honoring Library volunteers was held on April 17, 2012 during National Volunteer Week.
- Trustee Osthaus and Director Bohrer attended the May 23, 2012 West Bloomfield Township Board meeting to speak against the Library being included in the proposed Brownfield tax capture for the proposed development project on northwest corner of Maple and Orchard Lake Road. The Board postponed the Brownfield decision to their June 18, 2012 meeting which Director Bohrer will attend.
- The Consulate General of Japan's office is conducting the *Language of the Heart* multicultural story time on June 19, 2012, which will be videotaped for our Sister Library in Japan.
- The migration to Sierra, the new ILS platform, was completed on May 23, 2012.
- The Library's audit will begin on June 14, 2012. The auditor's letter to the Board was included in the June packet.
- A review of circulation statistics for new DVDs did not reflect abuse. The average checkout is 2.07 items.

- The Great West Bloomfield Cable Communications Commission has requested use of the Library's computer lab, with availability to be determined by the Library, to hold classes on video editing production. The Commission will provide all the software at their expense. The IT Coordinator is currently reviewing the software specifications for compatibility with our network/hardware configuration.
- Director Bohrer attended a meeting on June 12, 2012 regarding the civic center paving rehabilitation project. Work continues to move forward towards a winter 2013 competitive bid.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$197,413.75 AND RATIFY EXPENSES INCURRED SINCE APRIL 11, 2012 IN THE AMOUNT OF \$489,414.73.

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

MOTION CARRIED.

Approval of Strategic Initiatives for FY 2012-2013

The Board reviewed the initiatives. Trustee Osthaus asked for an additional initiative: Improve the Library's collection of basic citizenship materials.

MOTION:

MOVE TO APPROVE THE STRATEGIC INITIATIVES AS AMENDED (SEE ATTACHED).

Motion: Osthaus
 Second: Kravetz
 Ayes: Osthaus, Kravetz, Bordman, Macon, Meyer
 Nays: None

MOTION CARRIED.

Approval of Digital Media Circulation Limit Removal

The digital media (video game format) collection is now firmly established. The administrative team requested the Board consider removing the circulation limit.

MOTION:

MOVE TO REMOVE THE CIRCULATION LIMIT ON THE VIDEO GAME DIGITAL MEDIA FORMAT.

Moved: Osthaus

Second: Bordman

Ayes: Osthaus, Bordman, Kravetz, Macon, Meyer

Nays: None

MOTION CARRIED.

Revision to the Exhibits, Displays, Handouts and Announcement Policy

Trustee Osthaus indicated that while the Library supports petitioning outside of the facility, there is a need to ensure that access in and out of the facility is not impeded in any way. She suggested that the current policy be clarified to indicate that petitioners cannot stand or set up furniture under the Library's entrance canopies.

MOTION:

MOVE TO AMEND THE EXHIBITS, DISPLAYS, HANDOUTS AND ANNOUNCEMENT POLICY TO INCLUDE CLARIFICATION THAT INDIVIDUALS OR GROUPS PETITIONING, SOLICITING OR DISTRIBUTING LITERATURE OUTSIDE THE FACILITY MAY NOT DO SO UNDER THE LIBRARY'S ENTRANCE CANOPIES.

Moved: Osthaus

Second: Kravetz

Ayes: Osthaus, Kravetz, Bordman, Macon, Meyer

Nays: None

MOTION CARRIED.

Revision to the Public Meeting Room/Conference Room Rental Policy

The Board reviewed the policy and identified the following clarifications:

- Campaigning is not permitted, along with soliciting, lobbying, fundraising, raffles, auction, parties, or sales.
- Booking is not available to campaign/election committees of any sort, as well as individuals, for-profit organizations and businesses.

MOTION:

MOVE TO AMEND THE PUBLIC MEETING ROOM/CONFERENCE ROOM RENTAL POLICY WITH THE SUGGESTED CLARIFICATIONS.

Moved: Kravetz

Second: Osthaus

Ayes: Kravetz, Osthaus, Bordman, Macon, Meyer

Nays: None

MOTION CARRIED.

Board Comments

- President Macon reported that the Optimist Dinner for Wes Berry was well attended. The Library's proclamation was presented to him.
- Treasurer Osthaus commented that the latest edition of the newsletter was well done and captured the variety in programming and services offered by the Library.
- Treasurer Osthaus also commented on the wonderful new play structure in the youth services room at the Main Library.

The meeting was adjourned at 8:20 p.m.

Carol Kravetz, Secretary

