

**Minutes  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
October 10, 2012**

**Present:** Bordman, 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 WITH A REVISION TO MOVE THE PRESENTATION BY YOUTH SERVICES COORDINATOR JILL BICKFORD TO RIGHT AFTER THE APPROVAL OF THE AGENDA.**

Moved: Osthaus

Second: Bordman

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

Nays: None

**MOTION CARRIED.**

**Revisions to the *Grow Up Reading* Initiative**

Jill Bickford, Coordinator of Youth Services, made a presentation on upcoming revisions to the Library's successful *Grow Up Reading* early literacy initiative based on community input received during focus groups with parents and educators. Bickford shared the updated *Counting the Days to Kindergarten* component. The remaining components will be revised over a two-year period.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 12, 2012 MEETING WITH TWO CORRECTIONS.**

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

## **Financial Report**

The September 2012 financial statements were received.

## **Director's Report**

Director Bohrer reported on the following:

- The Library's updated website went live on October 1, 2012.
- The West Bloomfield Township Board of Trustees has not made a decision on whether the civic center campus paving project will move forward in the coming year. Bohrer attended the Township's special budget workshop on September 24, 2012 to hear the discussion regarding the project and speak to the Library's interest in moving forward.
- Second quarter department reports covering the period of July – September 2012.

The Director's Report was received.

## **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$262,331.17 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 12, 2012 IN THE AMOUNT OF \$73,363.81.**

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

## **Personnel Committee Report**

Trustees Kravetz and Holtz presented the personnel portion (wage and benefits) of the budget which totaled \$2,282,229, which is a 1.5% overall reduction over the current fiscal year. Personnel costs account for 49.7% of operating costs. The Library will be open 50 Sundays (37 school year/13 summer) in FY 13/14 which is 1 more school year Sunday than last fiscal year. The benefits portion of personnel costs decreased by

11.7% over last fiscal year due to savings in the various insurance plans. The committee recommended the following:

- Approval of the FY 13/14 wages and wage schedule for full and part-time positions as presented.
- Approval of the addition of a part-time circulation clerk at the Westacres Branch.
- Elimination of the administrative assistant position.
- Maintaining 2.0 FTE positions vacant/unfunded.
- No step increases with the exception of the Coordinator of Information Technology Services, Information Technology Specialist and the Finance Manager.
- An 8.5% employer contribution to the defined contribution plan for eligible employees.
- Compliance with PA 152 for current employees with the selection of the 80/20 health care option for the BC/BS contract starting November 2013.
- Maintaining the Section 125 Cafeteria Plan taxable cash payment of \$2,500 in lieu of coverage under the West Bloomfield Township Public Library Group Health Plan.
- Revision to Personnel Policy #20—Staff Development which clarifies language for dues reimbursement when budget constraints/financial reasons exist.
- Revision to Personnel Policy #26—Welfare and Economic Benefits—Health Care which requires staff hired after April 1, 1992 be responsible for paying a portion of their retiree health care coverage.

**MOTION:**

**MOVE TO APPROVE THE RECOMMENDATIONS OF THE PERSONNEL COMMITTEE AND INCLUDE THEM IN THE FISCAL YEAR 13/14 BUDGET.**

Moved: Holtz

Second: Bordman

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

Nays: None

**MOTION CARRIED.**

**Approval of 2013 Library Board Meeting Dates**

**MOTION:**

**MOVE TO APPROVE THE 2013 LIBRARY BOARD MEETING DATES.**

Moved: Osthaus

Second: Meyer

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

Nays: None

**MOTION CARRIED.**

## **Approval of 2013 Holiday Closing**

**MOTION:**

**MOVE TO APPROVE THE 2013 CALENDAR OF HOLIDAY CLOSINGS.**

Moved: Osthaus

Second: Kravetz

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

Nays: None

**MOTION CARRIED.**

## **Award Bid for Cisco Network Electronics**

The Board reviewed the bids received and staff recommendation.

**MOTION:**

**MOVE TO AWARD THE BID FOR CISCO SWITCH EQUIPMENT TO THE LOW BIDDER, GOVERNMENT CONNECTIONS, IN THE AMOUNT OF \$17,482.39.**

Moved: Holtz

Second: Osthaus

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

Nays: None

**MOTION CARRIED.**

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

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Carol Kravetz, Secretary