

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
April 8, 2013**

Present: Bordman, Kravetz, Holtz, Macon, Bohrer
Sheryl Mitchell and Barbara Bonsignore—Louise Saks Parliamentary Unit
Steve Smith—TMP Associates, Inc.

**Absent &
Excused:** Meyer, Osthaus

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 APRIL 8, 2013 MEETING.

Moved: Holtz
Second: Bordman
Ayes: Holtz, Bordman, Kravetz, Macon
Nays: None

MOTION CARRIED.

Public Comment

Mr. Michael Sugar, West Bloomfield resident, commented on the Library's new Zinio digital magazine service and the holiday closing schedule.

Presentation by the Louise Saks Parliamentary Unit

Sheryl Mitchell and Barbara Bonsignore, members of the Louise Saks Parliamentary Unit (LSPA), presented the Library with a copy of *Robert's Rules of Order Newly Revised 11th Edition* in recognition of April as Parliamentary Law Month.

President Macon, on behalf of the Board, thanked the representatives from LSPA for the donation.

Approval of Bid Specifications for Humidifier Replacement at the Main Library

Steve Smith from TMP Associates reviewed the bid specifications, bid announcement and bid schedule. The analysis of the bids and recommendation will be brought to the June Board meeting.

MOTION:

MOVE TO APPROVE THE SPECIFICATIONS AND BID ANNOUNCEMENT FOR A COMPETITIVE BID PROCESS FOR THE REPLACEMENT OF THE HUMIDIFICATION SYSTEM AT THE MAIN LIBRARY.

Moved: Holtz
Second: Bordman
Ayes: Holtz, Bordman, Kravetz, Macon
Nays: None

MOTION CARRIED.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE MARCH 19, 2013 MEETING.

Moved: Kravetz
Second: Bordman
Ayes: Kravetz, Bordman, Holtz, Macon
Nays: None

MOTION CARRIED.

Financial Report

MOTION:

MOVE TO APPROVE THE CLOSE OUT OF THE DEBT SERVICE FUND AND THE TRANSFER OF \$13,203.10 FROM THE DEBT SERVICE FUND TO THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

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

The March 2013 financial report was received.

Director's Report

Director Bohrer reported on the following:

- The Michigan Week Community Breakfast to be held on May 10, 2013.
- The Information Technology Coordinator's server virtualization report.
- The quarterly department reports for the period of January –March 2013.
- The initial meeting held with Nagle Paving regarding the civic center paving project.

The Director's report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$46,180.44 AND RATIFY EXPENSES INCURRED SINCE MARCH 19, 2013 IN THE AMOUNT OF \$114,324.38 FOR THE FY 12/13 BUDGET.

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

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$146,064.49 FOR THE FY 13/14 BUDGET.

Moved: Holtz
Second: Bordman
Ayes: Holtz, Bordman, Kravetz, Macon
Nays: None

MOTION CARRIED.

Report on Strategic Plan Accomplishments

The Board reviewed the strategic plan accomplishments for the 2012-2013 fiscal year and complimented staff on the progress made.

Approval of Bid Specifications for Furniture Cleaning Services at Both Facilities

MOTION:

MOVE TO APPROVE SPECIFICATIONS AND BID ANNOUNCEMENT FOR A COMPETITIVE BID PROCESS FOR FURNITURE CLEANING SERVICES AT BOTH FACILITIES.

Moved: Kravetz
Second: Bordman
Ayes: Kravetz, Bordman, Holtz, Macon
Nays: None

MOTION CARRIED.

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

Carol Kravetz, Secretary