

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
October 9, 2013**

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

**Absent &
Excused:** Bordman

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 OCTOBER 9, 2013 MEETING.

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

MOTION CARRIED.

Correspondence

A letter was received from the Institute of Museum and Library Services thanking Director Bohrer for serving on the 2013 National Leadership Field Review Panel.

A letter was received from Dr. Gerald Hill, West Bloomfield Schools Superintendent, congratulating the Library on its 75th anniversary serving the community of West Bloomfield.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 11, 2013 MEETING.

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

Financial Reports

The September 2013 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- A non-resident patron's library privileges were permanently suspended for violation of the Library's Rules of Conduct and the Library's Access to Electronic Information Policy.
- The civic center paving project will be scheduled in such a way as to not interrupt the 75th anniversary celebration on October 12, 2013.
- The handicap accessibility project began at the Westacres Branch on September 30, 2013 as planned.
- The mobile version of the Encore cataloged is now available.
- The iPads have now been installed to replace the computers reserved for youth educational games at both facilities.
- The podium in the meeting room at Main has been re-wired and an alarm/sensor installed to alert staff when movement occurs which may damage wiring. The meeting review policy will be reviewed and possibly revised in light of this new capability and brought to the Board for consideration at a future meeting.
- The endowment mailing will occur in early November 2013. The 2013-2014 annual report will be included in the mailing.
- Five display units, similar to ones used at our Main Library, will be purchased for the Westacres Branch from the Capital Improvement and Automation Development Fund.

- The *100 Best Books to Read in Kindergarten*, which is part of the Library's *Grow Up Reading* initiative, has been expanded to include the participation of teachers through a classroom progress chart.
- Representatives from Plante Moran Financial Services will attend the November Board meeting to go over changes to our defined contribution pension investment policy and investment options.
- An article on the Library's various electronic formats will be included in the fall issue of *West Bloomfield Today*.
- The Michigan Library Association legislative update was reviewed.
- The department quarterly reports for the period of July-September 2013 were reviewed.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$304,732.70 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 11, 2013 IN THE AMOUNT OF \$71,663.03.

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

MOTION CARRIED.

Update on 75th Anniversary Event

Trustee Osthau distributed a flyer detailing all the type of activities, the layout for the activities and use of volunteers. A good crowd is expected to attend during the 4 hour event.

Award Bid for Server Virtualization Project

The Board reviewed the hardware and software bids received for the server virtualization project.

MOTION:

MOVE TO AWARD THE BID FOR HARDWARE FOR THE SERVER VIRTUALIZATION PROJECT TO THE LOW BID VENDOR, GOVERNMENT CONNECTIONS, FOR A TOTAL COST OF \$23,367.74 TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

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

MOTION CARRIED.

MOTION:

MOVE TO APPROVE THE PURCHASE OF THE REQUIRED SERVER/NETWORK SOFTWARE FOR THE SERVER VIRTUALIZATION PROJECT FROM CDW-G, THE REMC LOW BID VENDOR, FOR A TOTAL COST OF \$4,059.61 TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

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

MOTION CARRIED.

Approval of Holiday Closings

MOTION:

MOVE TO APPROVE THE 2014 SCHEDULE OF HOLIDAY CLOSINGS.

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

MOTION CARRIED.

Approval of Library Board Meetings

MOTION:

MOVE TO APPROVE THE 2014 SCHEDULE OF LIBRARY BOARD MEETINGS.

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

MOTION CARRIED.

Approval of Bid Specifications for Janitorial Services

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS FOR JANITORIAL SERVICES FOR BOTH FACILITIES.

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

MOTION CARRIED.

Approval of HIPAA Privacy Policy

MOTION:

MOVE TO APPROVE THE HIPAA POLICY FOR THE FULLY-INSURED GROUP HEALTH PLAN OF THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

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

MOTION CARRIED.

The meeting was adjourned at 8:35 p.m.

Carol Kravetz, Secretary

