

**Minutes  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
November 13, 2013**

Present: Bordman, Kravetz, Holtz, Macon, Meyer, Osthaus, Bohrer  
Jeremy Chamber & Steve Gibson, Plante & Moran Financial Advisors

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 FOR THE NOVEMBER 13, 2013 MEETING.**

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

**MOTION CARRIED.**

**Presentation on Defined Contribution Plan Investments and Policy**

Jeremy Chambers and Steve Gibson reviewed and discussed with the Board the performance of all current fund options available to participants and discussed replacement options. They also discussed the current fee structure and the need to select classes of funds to keep fees to a minimum for participants. They also reviewed the current fee distribution method vs. equalizing fees across participants.

**MOTION:**

**MOVE TO APPROVE THE RECOMMENDED DIVERSIFIED FUND MENU, WHICH INCLUDES MAINTAINING THE WELLS FARGO TARGET DATE FUNDS, AND MOVE TO A FEE EQUALIZATION METHOD ACROSS ALL PARTICIPANTS.**

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

**MOTION CARRIED.**

A draft investment policy was reviewed. Mr. Chambers indicated that the final version of the policy will be sent to the Director for Board approval at the December 13, 2013 Board meeting.

President Macon thanked Mr. Chambers and Mr. Gibson for their thorough analysis and presentation.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 9, 2013 MEETING.**

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

**MOTION CARRIED.**

**Financial Report**

The October 2013 financial statements were received.

**Director's Report**

Director Bohrer reported on the following:

- The civic center paving project is now considered completed by the Township. An official punch list has been prepared and will be addressed. There is still work to be completed at the Westacres Branch.

- The humidification system replacement at the Main Library is nearing completion. Start up of the new system will be conducted next week.
- A warning letter was sent to an individual due to belligerent and intimidating behavior on October 26, 2013, which is a violation of the Library's Rules of Conduct.
- The 75<sup>th</sup> Anniversary Event was a huge success with very high attendance. The event would not have been possible without the generosity of the Friends of the Library.
- The MLA Legislative Advocacy Update for October 2013.

The Director's Report was received.

### **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$201,960.29 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 9, 2013 IN THE AMOUNT OF \$140,913.78.**

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

**MOTION CARRIED.**

### **Interlibrary Loan Parameters**

**MOTION:**

**MOVE TO INCLUDE THE CAREGIVER COLLECTION IN THE INTERLIBRARY LOAN PARAMETERS AS MATERIALS THAT DO NOT CIRCULATE THROUGH INTERLIBRARY LOAN.**

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

**MOTION CARRIED.**

### **MILibraryCard Program**

The Board reviewed the parameters of the MILibraryCard Program which is a replacement of the Michicard Program which is being eliminated effective December 31, 2013. The replacement program operates in the same manner.

**MOTION:**

**MOVE TO APPROVE PARTICIPATION IN THE MILIBRARYCARD PROGRAM AND AUTHORIZE THE DIRECTOR AND BOARD PRESIDENT TO SIGN THE AGREEMENT WITH THE SUBURBAN LIBRARY COOPERATIVE ON BEHALF OF THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.**

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

**MOTION CARRIED.**

The circulation policies will be revised to reflect the change in the name of this statewide resource sharing program.

**Award Bid for Snow Removal Services**

The Board reviewed the bid and staff recommendation regarding snow removal services at both facilities.

**MOTION:**

**MOVE TO AWARD THE BID FOR SNOW REMOVAL SERVICES AT BOTH FACILITIES FOR 2013/14 WITH A ONE YEAR RENEWAL OPTION TO THE LOW BID VENDOR, ENGLISH GARDENS.**

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

**MOTION CARRIED.**

**Award Bid for Grounds Maintenance Services**

The Board reviewed the bids and staff recommendation regarding grounds maintenance services at both facilities.

**MOTION:**

**MOVE TO AWARD THE BID FOR GROUNDS MAINTENANCE SERVICES AT BOTH FACILITIES FOR 2014/15 WITH A ONE YEAR OPTION TO RENEW TO YOUR WAY PROPERTY SERVICES AT A COST OF \$24,155.00.**

Moved: Osthau

Second: Kravetz

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

Nays: None

**MOTION CARRIED.**

### **Board Comments**

Trustee Osthau reported that the Friends of the Library Held a successful fall book sale in the midst of the paving project with proceeds in excess of \$8,500.

The meeting was adjourned at 8:40 p.m.

---

Carol Kravetz, Secretary