

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
August 12, 2015**

Present: Eickemeyer, Kravetz, Macon, Meyer
David Helisek, Justin Kolbow—Plante & Moran

**Absent &
Excused:** Holtz, 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 AUGUST 12, 2015 MEETING.

Moved: Kravetz
Second: Meyer
Ayes: Kravetz, Meyer, Eickemeyer, Macon
Nays: None

MOTION CARRIED.

Presentation of 2014/15 Fiscal Year Audit

Representatives of Plante & Moran, David Helisek and Justin Kolbow, presented the results of the FY 14/15 audit. General fund revenues and expenditures and transfer to other funds were reviewed through a series of graphs. Revenues were up slightly due to small increase of 1.5% in property tax revenue and expenditures were contained at last fiscal year level. It was noted that the health care post retirement benefit for eligible employees is funded at 90% due to ongoing financial diligence on the part of the Library. There is no pension exposure, since the Library offers a defined contribution

plan. The Library received an unmodified opinion, the highest that can be given, with no deficiencies or material weaknesses in our financial controls. The Board, Director and Finance Manager were commended for their strong stewardship of library finances.

The 2014/15 fiscal year audit was accepted.

Correspondence

- A letter was received from Chief Librarian Kanji Sakaguchi from the Awaji City Higashiura Public Library, our Sister Library, thanking us for welcoming this year's youth delegation.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JULY 8, 2015 MEETING.

Moved: Kravetz

Second: Meyer

Ayes: Kravetz, Meyer, Eickemeyer, Macon

Nays: None

MOTION CARRIED.

Financial Reports

The July 2015 financial statements and the FY 2014-2015 investment report were received.

Director's Report

Director Bohrer reported on the following:

- A recent power failure and the need to consider a back-up generator for the Main Library which has greater capacity than maintaining emergency lighting. Bohrer will begin discussions with TMP Associates to bring options to the Board for review.
- The successful Sister Library youth delegation visit held on July 21-22, 2015.
- Youth, teen and adult outreach plans for 2015/2016 developed by the various departments.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNT DUE IN THE AMOUNT OF \$277,312.98 AND RATIFY EXPENSES PAID SINCE JULY 8, 2015 IN THE AMOUNT OF \$145,442.77.

Moved: Kravetz
Second: Eickemeyer
Ayes: Kravetz, Eickemeyer, Macon, Meyer
Nays: None
MOTION CARRIED.

Approval of Bid Specifications for Computer Workstations

The Board reviewed the bid specifications for replacement of computer workstations per the information technology replacement plan. All staff workstations and the public workstations at the Westacres Branch are scheduled for replacement.

MOTION:

MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR REPLACEMENT OF ALL LIBRARY-WIDE STAFF COMPUTER WORKSTATIONS AND THE PUBLIC COMPUTER WORKSTATIONS AT THE WESTACRES BRANCH, WHICH IS PART OF OUR REPLACEMENT PLAN, TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

Moved: Kravetz
Second: Meyer
Ayes: Kravetz, Meyer, Eickemeyer, Macon
Nays: None
MOTION CARRIED.

Approval of Mid-Year Budget Adjustments

Director Bohrer reported on the mid-year budget adjustments. Overall, revenue increased by \$139,380.00 primarily due to a small increase in property tax revenue. For the most part, the revenue increase allowed for additional capital outlay for materials.

MOTION:

MOVE TO APPROVE THE MID-YEAR ADJUSTMENTS FOR THE 2015-2016 BUDGET.

Moved: Kravetz
Second: Meyer
Ayes: Kravetz, Meyer, Eickemeyer, Macon
Nays: None
MOTION CARRIED.

2015 Millage Levy

MOTION:

MOVE TO APPROVE THE TAX LEVY RESOLUTION AS PRESENTED WHICH SETS THE COLLECTION OF THE 2015 TAX LEVY AT 1.7 MIL, SUBJECT TO THE HEADLEE ROLLBACK.

Moved: Kravetz
Second: Eickemeyer
Ayes: Kravetz, Eickemeyer, Macon, Meyer
Nays: None
MOTION CARRIED.

Nomination/Election to Fill Deputy Secretary/Treasurer Position

MOTION:

MOVE TO NOMINATE KARI EICKEMEYER TO FILL THE VACANT POSITION OF DEPUTY SECRETARY/TREASURER.

Moved: Kravetz
Second: Meyer
Ayes: Kravetz, Meyer, Eickemeyer, Macon
Nays: None
MOTION CARRIED.

Award Bid for Window Washing Services

MOTION:

MOVE TO AWARD THE BID FOR WINDOW WASHING SERVICES FOR BOTH FACILITIES FOR ONE YEAR, WITH AN OPTION FOR A ONE YEAR RENEWAL, TO LOW BID VENDOR MULVILLE AND SONS AT \$6,350.00.

Moved: Kravetz
Second: Meyer
Ayes: Kravetz, Meyer, Eickemeyer, Macon
Nays: None
MOTION CARRIED.

The meeting was adjourned at 8:25 p.m.

Carol Kravetz, Secretary