

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
December 9, 2015

Present: Eickemeyer (arrived at 7:40), Kravetz, Holtz, Macon, Meyer, Osthaus,
Bohrer
Debbie Binder, West Bloomfield resident

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 DECEMBER 9, 2015
MEETING.**

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

MOTION CARRIED.

Public Comments

Debbie Binder commented on our incredible library and its numerous services and outreach.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 18, 2015 MEETING.

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

Financial Reports

The November 2015 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The repairs at the Westacres Branch are complete. A walk through was held with the construction manager on December 8, 2015 at which work was approved.
- The endowment fund solicitation mailing has gone out and donations are being received.
- There is now the capability for users to print from mobile devices. Promotional materials for this new service are being created.
- A new after school monitor, with experience as a security monitor at Oakland Community College, has been hired.
- New public copy machines will be leased for both facilities utilizing the MiDeal state-wide consortium pricing.
- The quality of the recently installed high resolution security cameras has been very helpful in addressing behavioral issues.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$137,876.42 AND RATIFY EXPENSES PAID SINCE NOVEMBER 18, 2015 IN THE AMOUNT OF \$73,098.48.

Moved: Osthau
Second: Kravetz

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

Nays: None

MOTION CARRIED.

Award Bid for Carpet/Linoleum Replacement

The Board reviewed the bid results and the staff recommendation regarding replacement of carpeting and linoleum in designated staff areas at the Main Library. Public notice was placed in the Oakland Press and appeared on the bid list websites for the Builders Exchange of Michigan and the Construction Association of Michigan. Three companies attended a mandatory walkthrough on November 30, 2015 and two proposals were received. One of the bids did not have all the information requested in the bid proposal upon opening, while the other proposal was complete with all necessary documentation. The qualified bid vendor has significant experience with library projects, including carpet replacement, moving and shelving relocation projects in 2009 at our Main Library and 2014 at our Westacres Branch. Their work was of high quality and both projects were completed within budget and on or ahead of schedule.

MOTION:

MOVE TO AWARD THE BID FOR CARPET AND LINOLEUM REPLACEMENT IN DESIGNATED STAFF AREAS AT THE MAIN LIBRARY TO LIBRARY DESIGN ASSOCIATES AT A COST OF \$58,304.00 TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

Moved: Osthaus

Second: Holtz

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

Nays: None

MOTION CARRIED.

Review of Proposed 2016-2017 Fiscal Year Budget/Set Budget Hearing

The Board discussed the balanced FY 2016/17 proposed budget, which is similar to the current fiscal year in terms of revenue and expense.

- Overall, revenue will decrease by \$4,880 over the current amended fiscal year budget. The reduction is due to the lower income projected from fines and fees. Users are taking advantage of online renewal of materials thus avoiding fines.
- The budget reflects a \$.56 per capita rate for state aid and a \$1.32 per capita rate for penal fine revenue. It also reflects a \$10,000 donation from the Friends of the Library in support of the materials budget.

- Overall, personnel expenditures (wages and benefits) are projected to be \$44,515 less than the current amended fiscal year budget primarily due to retirements in the current fiscal year of long-term employees. Employees will be eligible for a step increase based on satisfactory performance. The budget reflects compliance with PA 152 for current employees with the selection of 80/20 health care option. The employer contribution to the defined contribution plan for eligible remains at 9%.
- The materials budget accounts for 26% of the operating budget with an overall increase this year of \$37,830. Department managers have allotted funds across the various accounts of the materials budget to address demand and usage patterns, including the need for both legacy and newer formats.
- A transfer has been made into the Capital Improvement and Automation Development.

MOTION:

MOVE TO SET A PUBLIC HEARING ON THE PROPOSED FY 2016-2017 BUDGET AT THE WEDNESDAY, JANUARY 13, 2016 BOARD MEETING TO BE HELD IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.

Moved: Osthaus

Second: Kravetz

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

Nays: None

MOTION CARRIED.

Approval of Public Service Drive-Up Window Policy

The Board reviewed a policy to address issues related to long wait times at the drive-up service window as expressed by users in the customer satisfaction survey conducted this past March. The drive-up service point was conceived to be a quick pick up and return of materials. The policy reflects that intent with service focused on only the following:

- Picking up/checking out West Bloomfield Township Library materials being held
- Renewing checked out items, with receipts provided upon request
- Accepting returns, with receipts provided upon request
- Paying undisputed fines in cash only

It is also noted in the policy that a call-in hold will take at least 30 minutes before it is available for pick-up at the drive-up window.

MOTION:

MOVE TO APPROVE THE PUBLIC SERVICE AT THE DRIVE-UP WINDOW POLICY.

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

MOTION CARRIED.

A letter will be distributed through the drive-up window explaining the policy to users, as well as a sign posted at the window.

In addition, the public service policy needs to be revised to include the fact that users should be notified that it takes at least 30 minutes before a call-in hold is available at the drive-up window.

MOTION:

MOVE TO APPROVE THE REVISION TO THE PUBLIC SERVICE POLICY.

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

MOTION CARRIED.

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

Carol Kravetz, Secretary