

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**May 11, 2016**

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

**Absent &  
Excused:** Eickemeyer

**Call to Order**

President Macon called the meeting to order at 7:00 p.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE MAY 11, 2016 MEETING.**

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

**MOTION CARRIED.**

**Correspondence**

- Received correspondence from West Bloomfield resident Shawn Hawe.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE APRIL 13, 2016 MEETING.**

Moved: Holtz  
Second: Meyer  
Ayes: Holtz, Meyer, Kravetz, Macon, Osthaus

Nays:           None  
**MOTION CARRIED.**

## **Financial Reports**

The April 2016 and March 2016 (13<sup>th</sup> month) were accepted.

## **Director's Report**

Director Bohrer reported on the following:

- Year-end usage statistics reflecting the entire spectrum of operations.
- A warning letter has been sent to the parents of 2 individuals due to violations of the Library's Rules of Conduct.
- The Oakland County Road Commission will be replacing the light poles at the intersection of Farmington Road and Walnut Lake Road this fall which means our fiber will need to be moved to new poles and elevated above 25 feet.
- The scope of work for upcoming capital projects which includes the back-up generators at both facilities, new boilers at the Main Library and six new study rooms at the Main Library.
- A permanent injunction was signed by a federal judge in U.S. District Court against the section of PA 269 prohibiting voter education up to 60 days prior to a millage election.
- A meeting with representatives from West Bloomfield Parks and Recreation regarding their interest in potentially pursuing additional millage for a community center on the civic center campus.
- Misrepresentation by a Township employee to the Township Board regarding a conversation with the Library Director that never took place regarding the level of satisfaction with the security system.
- The Township's final tax settlement payment was incorrect, as pointed out by the Library's finance director. The Library is now being invoiced to return the overage.
- The Library has received a public relations award from the American Library Association for summer reading promotional materials.

The Director's Report was received.

## **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$207,051.59 AND RATIFY EXPENSES INCURRED SINCE APRIL 13, 2016 IN THE AMOUNT OF \$151,257.26.**

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

### **Approval of Strategic Plan Initiatives for FY 16/17**

The Board reviewed and discussed the proposed initiatives which address the goals and service priorities of the strategic plan.

**MOTION:**

**MOVE TO APPROVE THE STRATEGIC PLAN INITIATIVES FOR FISCAL YEAR 2016-2017 WHICH INCLUDES THE CAPITAL PROJECTS OF INSTALLING BACK-UP GENERATORS AT BOTH FACILITIES, REPLACING THE TWO BOILERS AT THE MAIN LIBRARY AND ADDING SIX STUDY ROOMS AT THE MAIN LIBRARY.**

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

### **Approval of Marketing Plan for FY 16/17**

The Board discussed the plan which revolves around the concept of library as place within the community.

**MOTION:**

**MOVE TO APPROVE THE MARKETING PLAN FOR THE 2016-2017 FISCAL YEAR.**

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

### **Approval of Revisions to the Guidelines for Monthly Board Meetings**

Director Bohrer provided revisions to the guidelines for the monthly board meetings based on current operational practice. The guidelines had not been updated since inception in 2001.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS TO THE GUIDELINES FOR MONTHLY LIBRARY BOARD MEETINGS.**

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

**MOTION CARRIED.**

The meeting was adjourned at 7:45 p.m.

---

Carol Kravetz, Secretary