

**Minutes  
For the West Bloomfield Township Public Library  
Board of Trustees Meeting of  
November 8, 2017**

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

**Absent &  
Excused:** Eickemeyer

**Call to Order**

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

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE NOVEMBER 8, 2017  
MEETING.**

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

**MOTION CARRIED.**

**Correspondence**

A letter was received from Representative Klint Kesto commending the Library on the science and technology focused educational programs offered.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 11, 2017 MEETING.**

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

**Financial Report**

The October 2017 financial statements were received.

**Director's Report**

Director Bohrer reported on the following:

- Staff in-service day is being held on November 10, 2017 with Ken Wolf keynoting on conflict diffusion and problem behavior.
- The IT Department plans to complete the following strategic plan initiatives on/by in-service day:
  - Update public workstations in both facilities to Windows 10 and Office 2016
  - Update the Adobe software suite to the latest version in both facilities
  - Implement the new printing/copying system, which provides users the ability to pay by debit/credit cards, Apple Pay, Android Pay and Google Pay
  - Redesign the initial screen of the online public access catalog
  - Implement a system for library users to alert staff of a question or computer issue from the workstation
- Provided an update on the Friends of the Library activities, including the purchase of another exterior donation bin at the Main Library to accommodate demand.
- Shared samples of sculptures featuring youth reading, which will eventually be shared with the Friends of the Library for possible purchase for the Westacres Branch.

The Director's Report was received.

**Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$164,729.31 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 11, 2017 IN THE AMOUNT OF \$161,390.13.**

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

### **Approval of Bid Specifications for Janitorial Services**

Director Bohrer reported on the bid specifications, which reflect an increase from six to seven nights of cleaning at the Main Library due to heavy usage. The specifications also reflect the current five nights of cleaning with an alternate quote for six nights at the Westacres Branch. The addition of programming at the Branch, due to community demand, may require an extra night of cleaning.

**MOTION:**

**MOVE TO APPROVE THE BID SPECIFICATIONS FOR JANITORIAL SERVICE AT BOTH FACILITIES.**

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

The meeting was adjourned at 7:23 p.m.

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Carol Foster, Secretary