

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**January 10, 2018**

**Present:** Eickemeyer, Foster, Holtz, Kravetz, Macon, Bohrer  
Scott Loney, President of the Rotary Club of West Bloomfield

**Absent &**  
**Excused:** Meyer

**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 JANUARY 10, 2018 MEETING.**

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

**MOTION CARRIED.**

**Correspondence**

A letter was received from Marcin Chumiecki, Director of the Polish Mission in Orchard Lake, regarding books the Mission is donation to our Library.

**Public Comment**

Scott Loney, President of the Rotary Club of West Bloomfield, gave a presentation on the Club and its activities. He invited Board members to visit a Rotary Club meeting, which are held on Fridays at noon at Sposita's Ristorante. He also presented the

Library with a donation to support our literacy efforts. The Board thanked him and the Rotary Club for supporting the Library.

## **Approval of Minutes**

### **MOTION:**

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

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

## **Financial Reports**

The November 2017 and the December 2017 financial statements were received.

## **Director's Report**

Director Bohrer reported on the following:

- Donations as a result of the endowment fund solicitation letter are steadily being received.
- GFL Environment (trash hauler) damaged the exterior gate surrounding the trash bin at the Main Library in late November. They have agreed to be held financially responsible for the repair.
- The library privileges of an individual have been suspended for a six-month period due to a violation of the Library's Code of Conduct on December 4, 2017.
- The 2018 Everyone's Reading author will be Paula McLain. One of the author's appearances is being held on March 6, 2017 at the Main Library at 2 p.m. This is a ticketed event.
- United We Walk will be using the Library as a drop-off location for a canned food drive.
- The Library is currently preparing the new local government retirement report, which is required by Public Act 201 of 2017. While the Library does not have a defined benefit retirement plan, it does have a retiree health plan that requires a report be filed.

The Director's Report was received.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$240,633.32 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 8, 2017 IN THE AMOUNT OF \$621,283.93.**

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

## **Review of the 2018-2018 Fiscal Year Draft Budget**

It was reported that the Budget Committee (Treasurer Macon, Asst. Secretary/Treasurer Eickemeyer, President Kravetz and Director Bohrer) met on November 20, 2017 to go over the 2018-2019 fiscal year draft budget, which is similar to the current fiscal year in terms of revenue and expense levels. It was pointed out that:

- Overall, revenue will increase by \$10,565 over the current year amended budget. An increase of 1% in property tax has been reflected, which is a conservative estimate. State aid is calculated at \$.627 per capita. Penal fines are calculated at \$1.88 per capita. A \$5,000 donation is included from the Friends of the Library in support of the materials budget.
- Overall, expenses will increase by \$10,565 over the current year amended budget. Personnel expense increased by 2.7% or \$63,195. Personnel services account for just under 47% of the operating budget leaving adequate funds to maintain facilities and provide a diversity of materials, programs and services to our community members. The budget reflects compliance with PA 152 for current employees with the selection of the 80/20 health care option. The employer contribution to the defined contribution plan remains at 9%.
- The materials budget accounts for 25.4% of the operating budget. Department managers have allotted funds across the various subaccounts of the materials budget to address demand and usage patterns of both legacy and newer formats.
- A transfer has been made to the Capital Improvement and Automation Development Fund in compliance with the Board's Information Technology Replacement Plan.

There was discussion about adjusting the community promotion budget to include additional activities with the Sister Library, which Director Bohrer will do before the public hearing on the budget is held.

**MOTION:**

**MOVE TO SET A PUBLIC HEARING ON THE 2018-2018 FISCAL YEAR DRAFT BUDGET AT THE BEGINNING OF THE FEBRUARY 21, 2018 BOARD MEETING HELD IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.**

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

**Award Bid for Janitorial Service at Both Facilities**

The Board reviewed the bids received for janitorial service and the staff recommendation.

**MOTION:**

**MOVE TO AWARD THE BID FOR JANITORIAL SERVICE AT BOTH FACILITIES (7 NIGHTS AT THE MAIN LIBRARY AND 6 NIGHTS AT THE WESTACRES BRANCH) TO PIC MAINTENANCE, INC. FOR THE PERIOD OF MARCH 1, 2018 THROUGH FEBRUARY 28, 2019 AT AN ANNUAL COST OF \$82,595.40 WITH A ONE-YEAR OPTION TO RENEW.**

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

The meeting was adjourned at 8:00 p.m.

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Carol Foster, Secretary