

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
December 12, 2018

Present: Eickemeyer, Foster, Holtz, Kravetz, Macon, Meyer, Bohrer
Brooke Taylor, United We Walk Student Co-Chair
Deb Macon, United We Walk
Jill Bickford, Library Liaison to United We Walk

Absent: None

Call to Order

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

Approval of Agenda

MOTION:

**MOVE TO APPROVE THE AGENDA FOR THE DECEMBER 12, 2018
MEETING WITH THE ADDITION OF CHANGE IN OFFICERS UNDER OLD
BUSINESS.**

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

Public Comment

Brooke Taylor, Student Co-Chair of United We Walk, presented the Library Board with a certificate of appreciation for the Library's continued support of United We Walk. The Library was one of the first sponsors of the United We Walk when it began back in

1995. Ms. Taylor was accompanied by Deb Macon, a member of United We Walk and Jill Bickford, the Library's liaison to United We Walk.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 14, 2018 MEETING.

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

Financial Reports

The November 2018 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- Donations from the annual endowment fund solicitation are being received.
- The Sister Library delegation visit to Japan from was held from November 5 – 9, 2018 with an itinerary that focused on libraries, education, culture and commerce in Awaji City. Thank you letters have been sent.
- The November 29, 2018 issue of the Michigan Library Association's Advocacy Newsletter.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$329,656.79 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 14, 2018 IN THE AMOUNT OF \$88,902.89.

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

Old Business—Change in Officers

Trustee Kravetz reported that she and Trustee Foster wanted to switch positions that were voted on last month by the Board.

MOTION:

MOVE TO CHANGE OFFICERS VOTED ON AT THE NOVEMBER 14, 2018 BOARD MEETING TO TRUSTEE KRAVETZ SERVING AS VICE-PRESIDENT AND TRUSTEE FOSTER SERVING AS SECRETARY.

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

Review of FY 2019-2020 Budget

The Board reviewed the FY 19/20 draft budget. Highlights of the balanced budget that were discussed include:

- Overall, the proposed budget has revenue decreasing by \$73,744 over the current amended budget. This decrease is due to the substantial estate donation which was received in the current fiscal year. Taking that one-time donation into account, the proposed revenue is actually increasing by \$76,556 over the current amended budget due to a small increase in property tax revenue.
- Overall, expenses will increase by \$73,444 over the current year amended budget. Personnel expense increased by 2.7% or \$63,774, which is a similar increase to the current fiscal year. Personnel services (wages and benefits) account for just under 47% of the operating budget which leaves adequate funding to maintain facilities and provide a diversity of materials, resources, programs and services to meet community needs. 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 pension benefit is 9% with eligible staff required to contribute 5%.

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- The materials budget accounts for just under 25% of the operating budget which has been allotted across multiple formats to address demand and usage patterns.
- A transfer has been made to the Capital Improvement and Automation Development Fund (CIAD) in compliance with the Board's Information Technology Replacement Plan. In addition, \$35,862 is being transferred into the capital repair/replacement section of the CIAD for future capital repairs/replacement.
- In terms of capital purchases, new tables for the meeting room at the Main Library and replacement of computer chairs at the Main Library have been included in the budget.

The Board felt the draft budget, as presented and discussed, was ready for a public hearing to be scheduled.

MOTION:

MOVE TO SET A PUBLIC HEARING ON THE PROPOSED 2019-2020 FISCAL YEAR BUDGET AT THE JANUARY 9, 2019 BOARD MEETING HELD IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.

Moved: Macon

Second: Eickemeyer

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

Nays: None

MOTION CARRIED.

Approval of Revisions to Personnel Policies

Director Bohrer reported that she reviewed all the personnel policies that dealt with welfare and economic benefits to make sure they reflect current practice and no clarifying information was needed, particularly since the defined benefit plan and voluntary retirement savings plan were recently transferred to a new administrator/record-keeper. Clarifying language was required for life insurance, dental insurance, vision, longevity, defined contribution benefit plan and trust and elective retirement savings plan. The suggested revisions to the six policies were reviewed and discussed by the Board.

MOTION:

MOVE TO APPROVE THE CLARIFYING LANGUAGE IN THE SIX PERSONNEL POLICIES RELATED TO WELFARE AND ECONOMIC BENEFITS AS PRESENTED.

Moved: Eickemeyer

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

The meeting was adjourned at 7:55 p.m.

Carol Foster, Secretary