

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**March 18, 2020**

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

**Absent &  
Excused:** Holtz

**Call to Order**

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

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE MARCH 18, 2020 MEETING WITH THE ADDITION OF DISCUSSION/ACTIONS RELATED TO THE COVID-19 VIRUS PANDEMIC.**

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

**MOTION CARRIED.**

**Correspondence**

- An invitation was received to attend the Michigan Week Awards Breakfast on May 8, 2020. Board members noted that the event should be cancelled if current social distancing for the pandemic is still in effect.

### **Presentation on Defined Contribution/457 Plans**

Director Bohrer reported that Steven Gibson from Plante & Moran Financial Advisors asked that his presentation be rescheduled until May or June.

### **Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE FEBRUARY 12, 2020 MEETING.**

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

### **Financial Reports**

The February 2020 financial statements were accepted.

### **Director's Report**

Director Bohrer reported on actions taken while the Library was still open to provide information on health precautions related to the COVID-19 virus to both the public and staff. Hand sanitizers were made available throughout both facilities and disinfectant wipes throughout all the departments.

The Director's Report was accepted.

### **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$259,402.11 AND RATIFY EXPENSES INCURRED SINCE FEBRUARY 12, 2020 IN THE AMOUNT OF \$174,018.52.**

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

**MOTION CARRIED.**

**Approval of Revisions to Collection Development Policies**

Director Bohrer reported that the administrative team conducted the annual review of the collection development policies and administrative guidelines and have marked up a few sections that require minor revision.

**MOTION:**

**MOVE TO APPROVE THE RECOMMENDED REVISIONS TO THE COLLECTION DEVELOPMENT POLICIES AND ADMINISTRATIVE GUIDELINES.**

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

**Approval of FY19-20 Final Budget Adjustments**

**MOTION:**

**MOVE TO APPROVE THE FY 2019-2020 FINAL BUDGET ADJUSTMENTS.**

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

**DISCUSSION/ACTIONS RELATED TO THE COVID-19 VIRUS PANDEMIC**

The Board discussed necessary actions that need to be taken related to the closing of both facilities to mitigate the spread of the COVID-19 virus.

**MOTION:**

**MOVE THE FOLLOWING ACTIONS RELATED TO THE OPERATIONS OF THE LIBRARY IN LIGHT OF THE COVID-19 VIRUS PANDEMIC:**

- **RATIFY THE DECISION MADE BY THE BOARD PRESIDENT AND DIRECTOR TO CLOSE THE LIBRARY AND CEASE ALL SERVICES EFFECTIVE 6:00 P.M. ON SATURDAY, MARCH 14, 2020 UNTIL FURTHER NOTICE TO ASSIST IN MITIGATING THE SPREAD OF THE COVID-19 VIRUS AND KEEP THE COMMUNITY AND STAFF HEALTHY AND SAFE.**
- **PAY ALL PERSONNEL DURING THE CLOSURE PER EXISTING POLICY.**
- **DURING THE CLOSING, ALLOW ONLY ESSENTIAL PERSONNEL, AS DETERMINED BY THE DIRECTOR, INTO THE FACILITIES TO CONDUCT ESSENTIAL ADMINISTRATIVE DUTIES WITH ALL OTHER PROFESSIONAL PERSONNEL TO WORK FROM HOME.**
- **DEEP CLEAN AND DISINFECT BOTH FACILITIES WHILE THE LIBRARY IS CLOSED.**
- **CEASE THE ACCEPTANCE OF MEETING/CONFERENCE ROOM BOOKINGS FOR THE MAIN LIBRARY AND CANCEL EXISTING MEETING/CONFERENCE ROOM BOOKINGS CURRENTLY SCHEDULED THROUGH THE END OF JUNE 2020.**
- **CANCEL THE APRIL 15, 2020 BOARD MEETING.**
- **EMPOWER THE BOARD PRESIDENT AND THE DIRECTOR TO MONITOR LOCAL, STATE AND NATIONAL HEALTH AND GOVERNMENT ACTIONS, DECISIONS AND REQUIREMENTS TO DETERMINE WHEN IT IS SAFE TO REOPEN THE FACILITIES.**

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

The meeting was adjourned at 7:20 p.m.

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Carol Foster, Secretary