

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
August 11, 2021
Held Virtually via Zoom

(In compliance with the Open Meetings Act as amended by 2020 SB 1246)

Present: **Michael Dorfman** (attending remotely from West Bloomfield, Oakland County, Michigan)
 Judith Holtz (attending remotely from West Bloomfield, Oakland County, Michigan)
 Carol Kravetz (attending remotely from West Bloomfield, Oakland County, Michigan)
 Ken Macon (attending remotely from West Bloomfield, Oakland County, Michigan)
 Raman Singh (attending remotely from West Bloomfield, Oakland County, Michigan)

Cathy Russ, Library Director
 Jeff Crocker (staff co-host)
 Robert Pesale (staff co-host)

Excused: **Kari Eickemeyer**

Call to Order

President Kravetz called the meeting to order at 7:01 p.m. An attendance roll call vote was taken by Secretary Dorfman and a quorum of five Board members were present, participating remotely from West Bloomfield Township, Oakland County, Michigan.

Approval of Agenda

MOTION:
MOVE TO APPROVE THE AGENDA FOR THE AUGUST 11, 2021 MEETING

Moved: Holtz
Second: Singh
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

Correspondence—none.

Public Comment--none

Approval of Minutes

**MOTION:
MOVE TO APPROVE THE MINUTES FOR THE JULY 14, 2021 BOARD MEETING.**

Moved: Macon
Second: Holtz
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

Financial Report

The July 2021 financial statements were accepted.

Director's Report

Russ mentioned that Luanne Fine, the Library's Finance Manager/Benefits Coordinator, retired at the end of July and that Lynda Belian, the new Finance Manager/Benefits Coordinator, is on the job and available to answer any questions Board members may have. The Drive Up book drop was closed today due to the removal of an active wasps' nest. Two surveys are being advertised in the Fall newsletter, Library website and social media; the topics are Marketing and eBooks. We welcome and want patron feedback so please take the surveys and spread the word. The June 2021 Director's Report was accepted.

Accounts Payable

**MOTION:
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$216,254.90 AND RATIFY EXPENSES INCURRED SINCE JULY 14, 2021 IN THE AMOUNT OF \$176,606.24.**

Moved: Macon
Second: Holtz
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

Old Business

**MOTION:
MOVE TO APPROVE THE REVISED WAGE SCHEDULE AS
RECOMMENDED, EFFECTIVE AUGUST 30, 2021.**

Moved: Holtz
Second: Macon
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

New Business

**MOTION:
MOVE TO APPROVE THE REVISION TO PERSONNEL POLICY #31, THE
DEFINED CONTRIBUTION PLAN.**

Moved: Singh
Second: Macon
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

**MOTION:
MOVE TO APPROVE THE PERSONNEL POLICIES #32, WELFARE AND
ECONOMIC BENEFITS, SHORT-TERM DISABILITY AND #32B, WELFARE
AND ECONOMIC BENEFITS, LONG-TERM DISABILITY.**

Moved: Macon
Second: Dorfman
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

**MOTION:
MOVE TO APPROVE THE CHANGE TO MAIN LIBRARY HOURS OF
OPERATION ON SUNDAYS FROM SEPTEMBER 7 – DECEMBER 31, 2021.**

Moved: Holtz
Second: Singh
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

**MOTION:
MOVE TO APPROVE THE FISCAL YEAR 2021-22 MID-YEAR BUDGET
ADJUSTMENTS.**

Moved: Macon
Second: Holtz
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

✓ **MOTION: —
MOVE TO APPROVE THE REVISIONS TO LIBRARY POLICY #28, TUTORIAL
ROOM/GROUP STUDY ROOM USAGE AND GUIDELINES.**

Moved: Macon
Second: Dorfman
Ayes: Dorfman, Holtz, Kravetz, Macon, Singh
Nays: None
MOTION CARRIED.

Board Comments—Russ let the board know that the Audit Presentation has been scheduled for the September 8 Board Meeting; auditors from Plante Moran will conduct this presentation. The board agreed by consensus to meet via Zoom in September. Russ will let the auditors know that the meeting will be virtual.

The meeting was adjourned at 7:53 pm.



Michael Dorfman, Secretary