

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**April 14, 2010**

**Present:** Bordman, Holtz, Kravetz, Macon, Meyer, Osthaus, Bohrer

**Absent:** None

**Call to Order**

The meeting was called to order at 7:30 by President Bordman.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE APRIL 14, 2010 MEETING.**

Moved: Meyer; Second: Macon  
Ayes: Meyer, Macon, Bordman, Holtz, Kravetz, Osthaus  
Nays: None

**MOTION CARRIED.**

**Correspondence**

- A letter was received from the Oakland County Literacy Council thanking our Library for hosting their tutor training program in March 2010 at the Main Library.
- A letter was received from Ruth Johnson, Oakland County Clerk, thanking our Library for hosting the Oakland County Clerk's Mobile Office on March 25, 2010 at the Main Library.

**Approval of Budget Hearing Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MARCH 17, 2010 BUDGET HEARING.**

Moved: Osthaus; Second: Meyer  
Ayes: Osthaus, Meyer, Bordman, Holtz, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

**MOTION:  
MOVE TO APPROVE THE MINUTES FOR THE MARCH 17, 2010 MEETING.**

Moved: Osthaus; Second: Kravetz  
Ayes: Osthaus, Kravetz, Bordman, Holtz, Macon, Meyer  
Nays: None

**MOTION CARRIED.**

**Financial Report**

The March 2010 financial report was accepted.

**Director's Report**

Director Bohrer reported on the following:

- The Township Board did approve a resolution at their March 22, 2010 meeting for a charitable gaming license to be given by the Michigan Lottery Charitable Gaming Division to the Friends of the Library for their April 23, 2010 evening event to be held at the Main Library.
- The Library finally received a state aid payment on March 30, 2010 in the amount of \$14,058.12.
- Two individuals received suspension of library privileges during the month of March and four individuals received warning letters due to disruptive behavior.
- The *Blast-Off* museum exhibit will be on display in the youth room at the Main Library from May 1-28, 2010. This traveling exhibit from the Cleveland Children's Museum is being funded through a generous donation from the Friends of the Library.
- The Police Department has entered our Main Library facility into their new view point command system, which provides the command car with a three-dimensional graphic representation to assist in responding to a critical incident.

- The administrative assistant is retiring after 10 years of service. The position and administrative workflow will be reviewed to see if there are potential personnel cost savings or reorganization opportunities with this retirement.
- Highlights of legislative activity by the Michigan Library Association.
- Fourth quarter department reports for fiscal year 2009-2010.

The Director's Report was accepted.

### **Accounts Payable**

**MOTION:**

**MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$122,082.10 FOR THE 2009-2010 FISCAL YEAR AND RATIFY EXPENSES INCURRED SINCE MARCH 17, 2010 IN THE AMOUNT OF \$93,744.55.**

Moved: Holtz; Second: Macon  
 Ayes: Holtz, Macon, Bordman, Kravetz, Meyer, Osthaus  
 Nays: None

**MOTION CARRIED.**

**MOTION:**

**MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$215,894.70 FOR THE 2010-2011 FISCAL YEAR AND RATIFY EXPENSES INCURRED SINCE MARCH 17, 2010 IN THE AMOUNT OF \$823,863.10.**

Moved: Holtz; Second: Osthaus  
 Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon, Meyer  
 Nays: None

**MOTION CARRIED.**

### **Approval of Restatement of the Defined Contribution Plan**

The Board reviewed the materials prepared by Miller, Canfield, Paddock and Stone regarding the restatement of the Library's 414h pension plan. The restated and amended plan has no significant administrative or financial changes. Director Bohrer reported that the plan will also be submitted to the IRS for a favorable determination letter.

**MOTION:**

**WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD EFFECTIVE APRIL 1, 1995, ESTABLISHED THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY EMPLOYEES DEFINED CONTRIBUTION BENEFIT PLAN AND TRUST FOR THE BENEFIT OF ITS ELIGIBLE EMPLOYEES; AND**

**WHEREAS, THE BOARD HAS DEEMED IT NECESSARY AND DESIRABLE TO ADOPT THE FOLLOWING DOCUMENTS TO UPDATE THE PLAN FOR REQUIRED CHANGES IN THE LAW: (i) AMENDED AND RESTATED PLAN DOCUMENTS AND (ii) PENSION PROTECTION ACT AMENDMENT.**

**NOW, THEREFORE, BE IT RESOLVED, THAT THE BOARD (OR, ITS DELEGATE) BE, AND IS HEREBY, DIRECTED TO EXECUTE THE ATTACHED DOCUMENTS PREPARED BY THE LAW OFFICES OF MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.**

**BE IT FURTHER RESOLVED, THAT THE PROPER OFFICERS OF THE BOARD BE, AND THEY ARE HEREBY, AUTHORIZED AND DIRECTED TO TAKE SUCH ACTIONS TO EXECUTE SUCH DOCUMENTS AND INSTRUMENTS AND TO PERFORM SUCH ACTS AS THEY, IN THEIR SOLE JUDGEMENT, DEEM NECESSARY OR DESIRABLE TO EFFECTUATE THE INTENT OF THESE RESOLUTIONS AND TO FILE WITH THE APPROPRIATE AGENCIES SUCH NOTIFICATIONS AS ARE NECESSARY, CUSTOMARY OR DESIRABLE UNDER THE CIRCUMSTANCES.**

**BE IT FURTHER RESOLVED, THAT ALL ACTIONS HERETOFORE TAKEN WITH RESPECT TO THE MATTERS AUTHORIZED IN THESE RESOLUTIONS BE, AND THEY HEREBY ARE, RATIFIED, CONFIRMED AND APPROVED.**

Moved: Holtz; Second: Osthaus  
Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon, Meyer  
Nays: None

**MOTION CARRIED.**

### **Strategic Plan Accomplishments Report**

The Board reviewed the report outlining all the activities, services, and programs that moved the Library's strategic plan initiatives forward during the 2009-2010 fiscal year. The report was accepted.

## **Marketing Plan Accomplishments Report**

The Board reviewed the marketing plan accomplishments for the 2009-2010 fiscal year. The *Help is Here* service initiative, which is part of the marketing plan, received the 2009 Library of Michigan Citation of Excellence Award. The report was accepted.

The meeting was adjourned at 8:30 p.m.

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Carol Kravetz, Secretary