

Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
September 15, 2010

Present: Bordman, Holtz, Macon, Meyer

**Absent &
Excused:** Kravetz, Osthaus

Call to Order

President Bordman called the meeting to order at the 7:30 p.m.

Approval of Agenda

MOTION:

**MOVE TO APPROVE THE AGENDA FOR THE SEPTEMBER 15, 2010
MEETING.**

Moved: Holtz; Second: Macon

Ayes: Holtz, Macon, Bordman, Meyer

Nays: None

MOTION CARRIED.

Friends of the Library Report

Trustee Macon reported that the Friends of the Library Book Sale will be held on September 25-26, 2010. The Friends Only Preview Night will be held on Friday, September 24, 2010.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE AUGUST 11, 2010 MEETING.

Moved: Meyer; Second: Macon

Ayes: Meyer, Macon, Bordman, Holtz

Nays: None

MOTION CARRIED.

Financial Report

The August 2010 financial report was accepted.

The investment report for the 2009-2010 fiscal year was accepted.

Director's Report

Director Bohrer reported on the following:

- The computer usage restrictions went into effect on September 1, 2010 at the Westacres Branch. Staff members are receiving positive feedback from residents.
- Five individuals received suspension of library privileges during the month of July due to bicycle theft at the Main Library. The individuals were arrested by the West Bloomfield Police Department on July 14, 2010.
- Summer reading club was successful again this year with 2,937 participants in the program. The program-ending book fair was successfully divided into youth and teen sections, which allowed for a better selection of titles for teens.
- The House and Senate Conference Committee voted to transfer \$1.5 million from the school aid fund to state aid for libraries, which will bring state aid to \$7.25 million. Committee members all spoke about the value and critical need to sustain maintenance of effort (MOE) for MeL and MeLCat, in order to obtain federal funds. The Senate Fiscal Agency has also been supportive of maintaining MOE to sustain MeL/MeLCat. Funding for the book distribution centers was eliminated. The Michigan Library Association will continue to monitor HB 4860, the proposed school aid supplemental bill. Until it passes, state aid funding is not secure although the conference committee endorsement is a strong signal.
- Director Bohrer will serve on the Optimist Club of West Bloomfield's executive board in the coming year.

- Staff members made presentations on August 26, 2010 at both Abbott and Orchard Lake Middle Schools to approximately 450 individuals attending parent orientation regarding the homework resources available to students.
- Usage statistics continue to be strong, particularly for circulation, traffic, and programming.
- DTE Energy is installing advanced metering infrastructure at the Westacres Branch.

The Directors' Report was accepted.

Accounts Payable

MOTION:

MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$265,469.04 AND RATIFY EXPENSES INCURRED SINCE AUGUST 11, 2010 IN THE AMOUNT OF \$145,733.30.

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

MOTION CARRIED.

Revision of Circulation Policies

The Board reviewed the 10 circulation policies which require changes based on existing operations. These changes come as recommendations from the administrative team. Director Bohrer highlighted the new "computer use only" library card that has become necessary with the recent usage restrictions at the Westacres Branch. The revocation of borrowing privileges policy was expanded to explain all the circumstances under which library privileges could be revoked. The remaining changes are due primarily to certain formats no longer being available. All fines and fees will remain the same.

MOTION:

MOVE TO APPROVE THE RECOMMENDED CHANGES TO THE CIRCULATION POLICIES.

Moved: Meyer; Second: Holtz
 Ayes: Meyer, Holtz, Bordman, Macon

Nays: None
MOTION CARRIED.

Revision to Personnel Policy—Life Insurance

Director Bohrer reported that the review of options for life and long term disability insurance carriers led to the selection of MERS of Michigan, which would provide savings and less fluctuation in premium payments through a pooled coverage. Benefit coverage remains the same for long term disability. There is a change in life insurance coverage which under the new carrier would round up coverage to nearest \$1,000 of the annual salary rather than the current policy of \$5,000. Full-time employees are eligible for these two benefits.

MOTION:

MOVE TO CHANGE THE LIFE INSURANCE BENEFIT PERSONNEL POLICY TO COVER ONE TIMES THE ANNUAL SALARY ROUNDED UP TO THE NEAREST \$1,000 RATHER THAN \$5,000.

Moved: Holtz; Second: Macon
Ayes: Holtz, Macon, Bordman, Meyer
Nays: None
MOTION CARRIED.

Appointments to Personnel/Budget Committee

President Bordman appointed Trustees Macon and Holtz to join her on the combined personnel/budget committee for the 2010-2011 fiscal year. While budget preparations can begin based on the Township's projection of a 10% reduction in property tax, Director Bohrer indicated that the actual reduction figure won't be known until March 2011, the month in which the Library's 2010-2011 fiscal year budget must be adopted. There was discussion regarding the continued need to lower expenditures, including personnel expenditures, since property tax is projected to decline through our 2013-2014 fiscal year budget.

Appointments to Board Nominations Committee

President Bordman appointed Trustees Kravetz and Holtz to the nominations committee. The committee must present its slate for president, vice-president, treasurer, and deputy secretary/treasurer by the November 2010 Board meeting.

The meeting was adjourned at 8:15 p.m.

Ken Macon, Deputy Secretary/Treasurer