

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**March 23, 2011**

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

**Absent &  
Excused:** Holtz

**Call to Order**

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

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE MARCH 23, 2011 MEETING.**

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

**MOTION CARRIED.**

**Public Comment**

Trustee Osthaus, on behalf of the Friends of the Library used book sale workers, asked that the Library look into a recycling service similar to what is being used at Orchard Lake Middle School.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MARCH 2, 2011 PUBLIC HEARING ON THE 2011-2012 FISCAL YEAR BUDGET.**

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

**MOTION CARRIED.**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MARCH 2, 2011 MEETING.**

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

**MOTION CARRIED.**

**Financial Report**

The February 2011 financial statements were accepted.

**Director's Report**

Director Bohrer reported on the following:

- The first-ever *West Hills Reads* reading appreciation programs for grades 6-8 and grades 3-5, a collaboration with the Bloomfield Hills Schools, has been very successful. A total of 318 students participated.
- The Pine Tree reading appreciation program for students in grades 3-5 in the West Bloomfield School District was also very successful with 1,500 children participating in the program.
- The Oakland County Board of Commissioners honored our Library with a National Medal proclamation at their March 9, 2011 meeting.
- The delegation from Awaji City, Japan, the location of our Sister Library, is scheduled to visit on April 27, 2011. The Friends of the Library will underwrite the cost of the reception for the delegation.
- The queue railing in the lobby at the Main Library will be taken down, since patrons never use it to queue for self-check out. Once the railing is removed, the space can be used for additional display units.

- A guide to the Library's many business resources has been compiled into a brochure entitled *Thrive: Business and Investment Resources*.
- The American Library Association has established two committees to address the concerns expressed by public libraries around the country regarding the author/publisher's reluctance to allow libraries into the e-book market.
- Each new computer class schedule is now being sent to interested patrons via a Constant Contacts e-newsletter, as a result of a patron suggestion.
- Michigan House Bills 4438 and 4439 have been introduced which would prohibit firearms in public libraries.
- The Oakland County Road Commission has installed 2010 National Medal "brag" signs on Orchard Lake Road and Commerce Road.
- On a trial basis, the Library will provide summer reading program services, similar to what is provided to camps conducted by West Bloomfield Community Education, to a summer camp conducted by the West Bloomfield Township Parks and Recreation at their aquatic center. The goal is to engage children in reading during the summer months and the trial period will provide an opportunity to see if a commitment to reading is fostered at the camp.

The Director's report was accepted.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$105,578.84 AND RATIFY EXPENSES INCURRED SINCE MARCH 2, 2011 IN THE AMOUNT OF \$124,084.33.**

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

**MOTION CARRIED.**

## **FY 2010-2011 Final Budget Adjustments**

The Board reviewed the final budget adjustments as presented by the Director. A transfer will be made to the Capital Improvement and Automation Development Fund.

**MOTION:**

**MOVE TO APPROVE THE FINAL BUDGET ADJUSTMENTS FOR THE 2010-2011 FISCAL YEAR.**

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

**MOTION CARRIED.**

**Civic Center Campus Paving Project**

Director Bohrer reported on a meeting held on March 10, 2011 with the Township Supervisor and other township personnel regarding the paving of the civic center campus. It was the consensus of the group that the deterioration being experienced requires action now rather than two years from now. The project would address the entire campus and staged in such a manner as to work from the outside in towards the boulevard. Drainage issues would also be addressed. Per the lease agreement, the Library would be responsible for the costs of ¼ of the boulevard and the expanded south lot, ½ of the north lot and driveway between the two south lots and 100% of the Library's main south lot. There would also be shared design/engineering costs. The Library should budget approximately \$500,000 from the Capital Improvements and Automation Development Fund.

There was discussion regarding problems experienced during the last civic center improvement project.

**MOTION:**

**MOVE TO CONCUR WITH THE NEED TO PROCEED WITH THE CIVIC CENTER PAVING PROJECT AND DIRECT BOHRER TO INFORM THE TOWNSHIP SUPERVISOR OF THE FOLLOWING:**

- **THE LIBRARY BOARD/DIRECTOR BE KEPT INFORMED AT ALL STAGES OF THE PROJECT AND BE GIVEN THE OPPORTUNITY TO PROVIDE INPUT INTO THE PLANNING AND DECISION-MAKING, AS APPROPRIATE**
- **THE LIBRARY BOARD/DIRECTOR RECEIVE COPIES OF ALL DOCUMENTS/REPORTS PROVIDED TO THE TOWNSHIP BOARD ON THE PROJECT**

- **THE PROJECT BE GIVEN PROPER SUPERVISION AND OVERSIGHT THROUGHOUT ALL PHASES**
- **THE LIBRARY BOARD/DIRECTOR RECEIVE TIMELY NOTICE OF THE POTENTIAL FOR ANY INTERRUPTION IN LIBRARY OPERATIONS DURING THE CONSTRUCTION PHASE OF THE PROJECT**

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

**MOTION CARRIED.**

### **Usage by Residency Update**

Director Bohrer reviewed circulation by residency statistics. Over the last seven quarters:

- There is an 82.37% to 17.63% resident/non-resident circulation ratio.
- The Main Library has an 84.84% to 15.16% resident/non-resident circulation ratio, with no community exceeding the 5% threshold for the implementation of borrowing restrictions as defined by our library cooperative's reciprocal borrowing guidelines.
- The Westacres Branch has a 73.23% to 26.77% resident/non-resident circulation ratio, with two communities exceeding the 5% threshold. Commerce Township regularly exceeds the threshold averaging about 14% of the Branch's circulation. Waterford recently began to exceed the threshold at a much lower average of 5.32%.

The usage will continue to be monitored over the next couple of quarters to ascertain whether borrowing restrictions will be initiated. Non-resident usage, which exceeds normal use, should not drive unnecessary staffing levels.

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

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Carol Kravetz, Secretary