

Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
March 21, 2012

Present: Kravetz, Macon, Meyer, Osthaus, Bohrer

**Absent &
Excused:** Bordman, Holtz

Call to Order

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

Approval of Agenda

**MOVE TO APPROVE THE AGENDA FOR THE MARCH 21, 2012 MEETING
WITH THE ADDITION OF FRIENDS OF THE LIBRARY FUNDRAISING
PROPOSAL UNDER OLD BUSINESS.**

Moved: Osthaus
Second: Kravetz
Ayes: Osthaus, Kravetz, Macon, Meyer
Nays: None
MOTION CARRIED.

Friends of the Library

Trustee Osthaus reported that the Friends of the Library voted to commit a minimum donation of \$43,000 to the Library in FY 12-13 to support the following:

- A revision to the Library's guide to services.
- Sponsorship of December 2012 Character Month programming held at the Main Library
- Sponsorship of activities related to the August 2012 youth delegation visit from our Awaji City, Japan, the location of our Sister Library.
- A materials collection budget supplement.

- Two additional CD bins for the Main Library which will be plated to recognize the Friends of the Library's donation.

Director Bohrer indicated that the donation to the materials collection is especially helpful in maintaining the high quality of in-demand collections.

Correspondence

A letter was received from Ryoko Hosokawa, International Relations Supervisor of Awaji City, Japan, advising the Library of the City's desire to send a youth delegation for a visit to West Bloomfield in August 2012.

- Director Bohrer noted that Ms. Hosokawa has been informed of the Library's interest in hosting the delegation. The Consulate General's office in Detroit has also been informed of the visit.

A letter was received from Ms. M. Muminovic regarding the group study rooms.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE FEBRUARY 8, 2012 MEETING.

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

MOTION CARRIED.

Financial Report

The February 2012 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The exterior sculpture at the Westacres Branch was damaged on March 3, 2012 by a tree falling due to high winds. A firm that does bronze work for the Detroit Institute of Arts will repair the sculpture with the expense covered by our insurance.
- The library privileges of two individuals were suspended due to disruptive behavior and another individual received a warning letter.
- The Library was named as the best place for family entertainment in a recent *Patch* readers' choice poll.
- The Michigan Library Association's March 2012 legislative briefing, which included information on state aid to public libraries in the Governor's proposed budget.
- Random House has significantly increased its ebook pricing structure for public libraries and it is not known at this time if other publishers will follow.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$372,673.94, WHICH INCLUDES A PAYMENT TO THE MERS HEALTH RETIREE FUNDING VEHICLE, AND RATIFY EXPENSES INCURRED SINCE FEBRUARY 8, 2012 IN THE AMOUNT OF \$227,602.25.

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

MOTION CARRIED.

Approval of FY 11-12 Final Budget Adjustments

Director Bohrer reviewed the proposed adjustments. Property tax income will be lower than anticipated because of more tax rebates during the fiscal year and uncollectable delinquent taxes. The employer contribution to the 414h defined contribution retirement benefit is set at 8.5%. A transfer will be made to the Accrued Benefits Fund in the amount of \$125,000 and to the Capital Improvement and Automation Development Fund in the amount of \$149,014 (\$95,000 earmarked for information technology replacement and \$54,014 earmarked for the parking lot rehabilitation project).

MOTION:

MOVE TO APPROVE THE FY 2011-2012 FINAL BUDGET ADJUSTMENTS AS PRESENTED.

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

MOTION CARRIED.

Approval of Participation in the Civic Center Parking Lot Lighting Project

The Board reviewed the information prepared by Sara Roediger, West Bloomfield Township Senior Planner, regarding the upgrade to the lighting on the civic center campus. While the EECBG rebates earned by the Township will pay for a significant portion of the project, the Library will eventually have to contribute approximately \$6,000.00 to participate.

MOTION:

MOVE TO PARTICIPATE IN THE CIVIC CENTER PARKING LOT LIGHTING PROJECT WITH THE LIBRARY'S CONTRIBUTION, WHEN REQUESTED, PAID OUT OF THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

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

MOTION CARRIED.

Friends of the Library Fundraising Project

The Board reviewed a request from the Friends of the Library to hold an offsite movie sing-along fundraising event with a partner yet to be determined. There was discussion of potential Library partners, as well as the viability of the idea in general.

MOTION:

MOVE TO DIRECT BOHRER TO ADVISE THE FRIENDS OF POTENTIAL PARTNERS SELECTED BY THE BOARD, AS WELL AS THE NEED TO BRING BACK DETAILS OF THE EVENT ONCE APPROVED BY THE FRIENDS OF THE LIBRARY BOARD.

Moved: Osthaus
Second: Meyer
Ayes: Osthaus, Meyer, Macon
Nays: Kravetz

MOTION CARRIED.

Approval of Computer/Information Technology Replacement Schedule

The Board reviewed the revised schedule prepared by Robert Pesale, the Library's Information Technology Coordinator. The ten year plan covers all aspects of the Library's hardware and software and identifies replacement cycles.

MOTION:

MOVE TO APPROVE THE COMPUTER/INFORMATION TECHNOLOGY REPLACEMENT SCHEDULE AS PRESENTED.

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

MOTION CARRIED.

Approval of Revisions to the Personnel Policy Manual

The personnel policy review committee comprised of Trustees Macon and Osthaus presented suggestions for revisions to the manual based on input received from the Library's labor attorney. It was noted that the Family and Medical Leave Act section is being completely replaced to comply with federal law.

MOTION:

MOVE TO APPROVE THE REVISIONS AS PRESENTED TO THE PERSONNEL POLICY MANUAL.

Moved: Kravetz
Second: Meyer
Ayes: Kravetz, Meyer, Macon, Osthaus
Nays: None
MOTION CARRIED.

Approval of Revisions to Michigan Electronic Library Interlibrary Loan Parameters

Director Bohrer presented revisions to the interlibrary loan parameters. The parameters indicate what formats will or will not be eligible for state-wide interlibrary loan based on demand within West Bloomfield and our contract communities.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE MICHIGAN ELECTRONIC LIBRARY INTERLIBRARY LOAN PARAMETERS.

Moved: Osthaus
Second: Meyer
Ayes: Osthaus, Meyer, Kravetz, Macon
Nays: None
MOTION CARRIED.

The meeting was adjourned at 8:50 p.m.

Carol Kravetz, Secretary