

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
August 8, 2012**

Present: Bordman, Kravetz, Holtz, Meyer, Osthaus, Bohrer
Brian Camiller—Plante & Moran

**Absent &
Excused:** Macon

Call to Order

Vice-President Holtz called the meeting to order at 7:30 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE AUGUST 8, 2012 MEETING.

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

MOTION CARRIED.

Fiscal Year 2011-2012 Audit Presentation

Brian Camiller from Plante & Moran presented the 2011-2012 fiscal year audit report. The Library received an unqualified opinion, the highest that can be received. The general fund revenues, general fund expenditures and transfers to other funds were reviewed through a series of graphs. Mr. Camiller also highlighted how the implementation of GASB 54—Fund Balance Reporting and Governmental Fund-Type Definitions impacted the financial statements. Mr. Camiller indicated that there were no deficiencies or material weaknesses to be reported.

It was noted that the Library has successfully worked to reduce expenditures, in order to address the decline in property tax revenue. Taxable valuations in West Bloomfield as

of December 31 dropped 24% since 2008. The Board and Director were commended for their strong financial stewardship.

The audit report was received.

Correspondence

- A letter was received from West Bloomfield residents Isobel Fenton and Melvin Shaw regarding the excellent service received at the Library.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JUNE 13, 2012 MEETING.

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

MOTION CARRIED.

Financial Report

The June and July 2012 financial statements and the 2011-2012 fiscal year investment report were received.

Director's Report

Director Bohrer reported on the following for the past two months (July/August):

- The Library received a distribution from the Michigan Municipal Risk Management Authority (MMRMA) of excess net assets in the amount of \$40,730.
- Library privileges for an individual were suspended due to intimidating/harassing a staff member and four individuals received a letter of warning for inappropriate use of library computers.
- A previous library board member has purchased a life insurance policy naming the Library, the Optimist Club of West Bloomfield and the West Bloomfield Educational Foundation as beneficiaries with each to receive \$10,000.00.
- First quarter department reports covering the period of April – June, 2012.

- Outreach programming plans for the 2012-2013 fiscal year.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$192,399.02 AND RATIFY EXPENSES INCURRED SINCE JUNE 13, 2012 IN THE AMOUNT OF \$484,486.89.

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

Visit from Awaji City, Japan Delegation

Bohrer reported on plans for the upcoming visit. The delegation will arrive at the Main Library on Sunday, August 12, 2012. Official remarks will begin at 1 p.m. followed by a luncheon and a tour of West Bloomfield, which will include the Westacres Branch. A barbecue is scheduled in the evening at Marshbank Park. The next day the delegation will be taken to The Henry Ford Museum prior to their departure. The Japanese Consul General, Mr. Kuninori Matsuda, will be attending the luncheon to bring greetings to the delegation. Trustee Bordman will bring greetings on behalf of the Library Board.

Rules of Conduct

The Board reviewed the two proposed updates to Library Policy #18-Rules of Conduct. One revision was the addition of "in the building and on library property" to the bullet point on gathering socially in a disruptive manner. The other revision was the addition of "federal" to the level of laws, if violated, the Library would take action on.

MOTION:

MOVE TO APPROVE THE REVISIONS AS PRESENTED TO LIBRARY POLICY #18—RULES OF CONDUCT.

Moved: Osthaus
Second: Meyer
Ayes: Osthaus, Meyer, Bordman, Kravetz, Holtz

Nays: None
MOTION CARRIED.

Approval of Mid-Year Budget Adjustments

The Board reviewed the proposed mid-year budget adjustments. Overall income increased by \$9,000 due to donations to the endowment which will be transferred to the endowment fund. Overall, the level of expenditures remained the same.

MOTION:

MOVE TO APPROVE THE MID-YEAR ADJUSTMENTS FOR THE 2012-13 FISCAL YEAR.

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

Approval of Tax Levy for Fiscal Year 2012-2013

MOTION:

MOVE THE FOLLOWING RESOLUTION:

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID ON JANUARY 11, 2012 CONDUCT A PUBLIC HEARING ON ITS PROPOSED BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2013 AND,

WHEREAS, AFTER THE CONCLUSION OF SAID HEARING, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID, ON JANUARY 11, 2012 ADOPT A BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2013, IN THE TOTAL AMOUNT OF \$ \$4,754,439.00, A COPY OF WHICH BUDGET IS ATTACHED HERETO; AND,

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID AT ITS REGULAR MEETING ON AUGUST 8, 2012, AT WEST BLOOMFIELD TOWNSHIP MAIN LIBRARY, 4600 WALNUT LAKE ROAD, WEST BLOOMFIELD TOWNSHIP, MICHIGAN, 48323 REVISE THE BUDGET AS PREVIOUSLY ADOPTED FOR THE FISCAL YEAR ENDING MARCH 31,

2013 IN THE TOTAL AMOUNT OF \$4,763,439.00, A COPY OF SAID REVISED BUDGET BEING ATTACHED HERETO; AND

WHEREAS, TAXES FOR THE SAID FISCAL YEAR WILL BE COLLECTED IN DECEMBER, 2012 AND,

**WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY IS IN NEED OF \$4,281,539.00 IN TAX FUNDS TO SUPPORT THE LIBRARY AS SET FORTH IN THE ATTACHED BUDGET;
NOW, THEREFORE, BE IT RESOLVED THAT A CERTIFIED COPY OF SAID BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2013 AS REVISED, AND OF THIS RESOLUTION, BE TRANSMITTED TO THE TOWNSHIP SUPERVISOR OF WEST BLOOMFIELD TOWNSHIP NO LATER THAN SEPTEMBER 1, 2012 FOR LEVY AND COLLECTION OF 1.7 MILL (1 MILL AND AN ADDITIONAL .7 MILL), AS REDUCED BY LAW, FOR THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY, WHICH RATE IS HEREBY CERTIFIED PURSUANT TO SECTION 10, 1877 PA 164, AS AMENDED, AND GOVERNING TAX LAW.**

IT IS HEREBY CERTIFIED THAT THE ATTACHED BUDGET WAS ADOPTED BY THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD AT ITS REGULAR MEETING OF AUGUST 8, 2012, AT WHICH 5 MEMBERS WERE PRESENT AND 5 MEMBERS VOTED TO ADOPT SUCH A REVISED BUDGET;

IT IS FURTHER CERTIFIED THAT THE SUM OF \$4,281,539.00 IS THE AMOUNT OF TAX FUNDS REQUIRED TO SUPPORT SAID LIBRARY FOR THE FISCAL YEAR APRIL 1, 2012 TO MARCH 31, 2013, AND THAT 1.7 MILL (1 MILL AND AN ADDITIONAL .7 MILL) IS THE RATE NECESSARY TO BE LEVIED TO PRODUCE SAID AMOUNT REQUIRED BY THE LIBRARY.

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

MOTION CARRIED.

Bohrer was directed to submit the resolution to the Township Supervisor.

AFTER-HOURS EVENT REQUEST

Bohrer reported that the adult services department is requesting permission to hold an after-hours reception for book clubs on October 12, 2012 from 6:30-8:30 p.m. in recognition of National Reading Group Month.

MOTION:

MOVE TO APPROVE THE REQUEST FROM ADULT SERVICES TO HOLD AN AFTER-HOURS EVENT ON OCTOBER 12, 2012.

Moved: Osthaus

Second: Kravetz

Ayes: Osthaus, Kravetz, Bordman, Holtz, Meyer

Nays: None

MOTION CARRIED.

Friends of the Library Fundraising Event

The Board reviewed the information on a sing-along movie fundraising event currently under consideration by the Friends of the Library Board. The event would be held at the Jewish Community Center and would require upfront funding which may not be covered by ticket sales. In this economic climate, the Library Board did not feel comfortable encouraging an activity that would put at risk the upfront amount of \$3,500 that could otherwise be donated or used to enhance Library programs and services. While the Library Board recognized the final decision rests with the Friends of the Library Board, Trustee Osthaus was directed to provide the Library Board's feedback.

The meeting was adjourned at 8:30 pm.

Carol Kravetz, Secretary