

**Minutes  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
April 8, 2013**

**Present:** Bordman, Kravetz, Holtz, Macon, Bohrer  
Sheryl Mitchell and Barbara Bonsignore—Louise Saks Parliamentary Unit  
Steve Smith—TMP Associates, Inc.

**Absent &  
Excused:** Meyer, Osthaus

**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 APRIL 8, 2013 MEETING.**

Moved: Holtz  
Second: Bordman  
Ayes: Holtz, Bordman, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

**Public Comment**

Mr. Michael Sugar, West Bloomfield resident, commented on the Library's new Zinio digital magazine service and the holiday closing schedule.

## **Presentation by the Louise Saks Parliamentary Unit**

Sheryl Mitchell and Barbara Bonsignore, members of the Louise Saks Parliamentary Unit (LSPA), presented the Library with a copy of *Robert's Rules of Order Newly Revised* 11<sup>th</sup> Edition in recognition of April as Parliamentary Law Month.

President Macon, on behalf of the Board, thanked the representatives from LSPA for the donation.

## **Approval of Bid Specifications for Humidifier Replacement at the Main Library**

Steve Smith from TMP Associates reviewed the bid specifications, bid announcement and bid schedule. The analysis of the bids and recommendation will be brought to the June Board meeting.

### **MOTION:**

**MOVE TO APPROVE THE SPECIFICATIONS AND BID ANNOUNCEMENT FOR A COMPETITIVE BID PROCESS FOR THE REPLACEMENT OF THE HUMIDIFICATION SYSTEM AT THE MAIN LIBRARY.**

Moved: Holtz  
Second: Bordman  
Ayes: Holtz, Bordman, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

## **Approval of Minutes**

### **MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MARCH 19, 2013 MEETING.**

Moved: Kravetz  
Second: Bordman  
Ayes: Kravetz, Bordman, Holtz, Macon  
Nays: None

**MOTION CARRIED.**

## **Financial Report**

### **MOTION:**

**MOVE TO APPROVE THE CLOSE OUT OF THE DEBT SERVICE FUND AND THE TRANSFER OF \$13,203.10 FROM THE DEBT SERVICE FUND TO THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.**

Moved: Holtz  
Second: Kravetz  
Ayes: Holtz, Kravetz, Bordman, Macon  
Nays: None  
**MOTION CARRIED.**

The March 2013 financial report was received.

## **Director's Report**

Director Bohrer reported on the following:

- The Michigan Week Community Breakfast to be held on May 10, 2013.
- The Information Technology Coordinator's server virtualization report.
- The quarterly department reports for the period of January –March 2013.
- The initial meeting held with Nagle Paving regarding the civic center paving project.

The Director's report was received.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$46,180.44 AND RATIFY EXPENSES INCURRED SINCE MARCH 19, 2013 IN THE AMOUNT OF \$114,324.38 FOR THE FY 12/13 BUDGET.**

Moved: Holtz  
Second: Kravetz  
Ayes: Holtz, Kravetz, Bordman, Macon  
Nays: None  
**MOTION CARRIED.**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$146,064.49 FOR THE FY 13/14 BUDGET.**

Moved: Holtz  
Second: Bordman  
Ayes: Holtz, Bordman, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

**Report on Strategic Plan Accomplishments**

The Board reviewed the strategic plan accomplishments for the 2012-2013 fiscal year and complimented staff on the progress made.

**Approval of Bid Specifications for Furniture Cleaning Services at Both Facilities**

**MOTION:**

**MOVE TO APPROVE SPECIFICATIONS AND BID ANNOUNCEMENT FOR A COMPETITIVE BID PROCESS FOR FURNITURE CLEANING SERVICES AT BOTH FACILITIES.**

Moved: Kravetz  
Second: Bordman  
Ayes: Kravetz, Bordman, Holtz, Macon  
Nays: None

**MOTION CARRIED.**

The meeting was adjourned at 8:20 p.m.

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Carol Kravetz, Secretary