

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**June 12, 2013**

**Present:** Kravetz, Holtz (arrived at 7:45 p.m.), Macon, Meyer, Osthaus

**Absent &  
Excused:** Bordman

**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 JUNE 12, 2013 MEETING.**

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

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MAY 8, 2013 MEETING.**

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

## **Financial Report**

The May 2013 financial statements were received.

## **Director's Report**

Director Bohrer reported on the following:

- An update on the civic center paving project. The parking lot re-opened on Saturday, June 8, 2013 and the drive-up window and exterior book drops became available on Sunday, June 9, 2013. There is an issue with concrete work near the staff door which will need to be addressed.
- A warning letter was issued for disruptive behavior.
- The Library's audit will be conducted from June 19 -25, 2013.
- An article on the Library's early literacy services will be featured in the inaugural issue of *West Bloomfield Today*, a new glossy magazine, which will be distributed quarterly to all residences in West Bloomfield.
- The Director's visit to a White House/Institute for Museum and Library Services event on June 11, 2013.
- The Main Library's circulation increased in May by 3% over the previous May, even with the extensive disruption due to 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 \$311,341.21 AND RATIFY EXPENSES INCURRED SINCE MAY 8, 2013 IN THE AMOUNT OF \$138,742.10.**

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

**MOTION CARRIED.**

## **Library's 75<sup>th</sup> Anniversary Celebration**

Trustee Osthaus reported on plans for the October 12, 2013 celebration event scheduled at the Main Library. The Friends of the Library are being asked to financially support a variety of activities which will appeal to all ages.

## **Award Bid for Youth Educational Games Workstations**

### **MOTION:**

**MOVE TO AWARD THE BID FOR YOUTH EDUCATIONAL GAMES WORKSTATIONS AT BOTH FACILITIES TO THE LOW BID VENDOR, CDW-G, IN THE AMOUNT OF \$14,992.92.**

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

**MOTION CARRIED.**

## **Approval of Revision to Credit Account Policy**

Bohrer discussed the recommended changes to the policy which includes information regarding the use of a check card. Such a card would be necessary to take advantage of the Apple volume purchase program for educational apps.

### **MOTION:**

**MOVE TO APPROVE THE PROPOSED REVISIONS TO THE CREDIT ACCOUNT POLICY.**

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

**MOTION CARRIED.**

## **Review of Handicap Access Parking Spaces and Entrance at the Westacres Branch**

The Board reviewed the proposal from Nowak & Fraus for professional services to determine a plan to improve handicap access at the main entrance and adjacent parking spaces at the

Westacres Branch. Nowak & Fraus are currently handling the civic center paving project which includes improvement of handicap access. Bohrer reported that a library user asked that the current access be reviewed.

**MOTION:**

**MOVE TO APPROVE THE PROPOSAL FROM NOWAK & FRAUS ENGINEERS FOR PROFESSIONAL SERVICES PURSUANT TO IMPROVING HANDICAP ACCESS AT THE MAIN ENTRY AND ADJACENT HANDICAP PARKING SPACES AT THE WESTACRES BRANCH AT A COST NOT TO EXCEED \$5,650.00.**

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

**MOTION CARRIED.**

**Review of Library Hours**

The Board reviewed and discussed a report from the Westacres Branch manager regarding the extremely low usage of the facility after 5 p.m. on Sundays.

**MOTION:**

**MOVE TO CHANGE THE SUNDAY HOURS OF OPERATION AT THE WESTACRES BRANCH TO 12-5 P.M. YEAR ROUND EFFECTIVE IMMEDIATELY.**

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

**MOTION CARRIED.**

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

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Carol Kravetz, Secretary