

Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
July 10, 2013

Present: **Bordman, Kravetz, Holtz, Macon, Meyer, Osthaus, Bohrer**
 Steve Smith, TMP Associates, Inc.
 Scott Boone, Westacres Historical Society

Absent: **None**

Call to Order

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

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA WITH THE ADDITION OF 11A REPORT ON ANNIVERSARY CELEBRATION UNDER OLD BUSINESS AND THE ADDITION OF 12B APPROVAL OF MEL PARAMATERS AND 12C APPROVAL OF WINDOW WASHING BID SPECIFICATIONS UNDER NEW BUSINESS.

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

MOTION CARRIED.

Award Bid for Replacement of Humidification System at Main Library

Steve Smith from TMP Associates reviewed the bids received from 4 vendors. Mr. Smith reported that he received strong references for the lowest qualified bid vendor, Temperature Services, Inc. TSI also provided a voluntary offer during the post-bid interview to perform the work without requiring shutdown of the HVAC systems during public business hours at no

additional charge. Mr. Smith also reviewed the cost for controls by MCMI to complete the full installation.

MOTION:

MOVE TO AWARD THE BID FOR THE REPLACEMENT OF THE HUMIDIFICATION SYSTEM AT THE MAIN LIBRARY TO THE LOW BID VENDOR, TEMPERATURE SERVICES, INC., AT A COST OF \$47,890.00 AND APPROVE THE COST FOR CONTROLS BY MCMI AT \$5,400.00 TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT (CIAD) FUND. IN ADDITION, ANY CONTINGENCY NEEDED TO COMPLETE THE PROJECT WOULD ALSO BE TAKEN FROM THE CIAD FUND.

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

MOTION CARRIED.

Discussion of Wayside Interpretative Exhibit—Scott Boone, Westacres Historical Society

The Board reviewed with Scott Boone, representative from the Westacres Historical Society, the minutes of the June 4, 2013 Zoning Board of Appeals meeting. The ZBA granted Mr. Boone’s variance for the wayside interpretative signs proposed by the Westacres Historical Society, but tabled the issue of installation and requested additional information of the petitioner. The Board did reaffirm to Mr. Boone that the signs may be installed on library property, but the maintenance/repair is the responsibility of the Westacres Historical Society. Theft/damage to the signs would be covered by the Library’s liability insurance, but payment of the deductible would be the responsibility of the Westacres Historical Society. Bohrer was directed to put together a letter of agreement for Mr. Boone to sign regarding maintenance/repair responsibilities. Mr. Boone also presented a site plan for the signs to the Board which he plans to provide to the ZBA. Bohrer was directed to prepare a letter for the ZBA indicating the Board’s approval of the plan with the addition of a flagstone walkway if needed.

Correspondence

A letter/book was received from the author Harada Yasuhiro, Professor at Kindai-Himeji University, in which he included a picture and information about our Library.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINTUES FOR THE JUNE 12, 2013 MEETING.

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

MOTION CARRIED.

Financial Report

The June 2013 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- Bruce Feiler, author and New York Times columnist, has been selected for the 2014 Everyone's Reading program and will visit October 29-30, 2014.
- The Citizens Research Council of Michigan's recently published paper entitled "Can Dedicated Millages and Tax Increment Financing Coexist in Michigan?" was distributed.
- The Plante & Moran audit presentation will be held at the August 2013 meeting.
- The visit from the Japanese youth delegation is scheduled for July 31-August 1, 2013.
- There are several large poplar trees to the west of Main Library which must be removed because they are shedding material into the air conditioning units. Bohrer is waiting to hear from the Township if they trees are in a protected woodlands area.
- Quarterly reports from departments across the Library.

The Director's Report was received.

Accounts Payable

Bohrer pointed out that there are payments against the Capital Improvement and Automation Development Fund for the civic center paving project, the electric car charging station and the replacement of the youth educational game workstations which includes the iPads with Appplecare and the specialized security cases.

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$400,966.60 AND RATIFY EXPENSES INCURRED SINCE JUNE 12, 2013 IN THE AMOUNT OF \$135,508.76.

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

MOTION CARRIED.

Report on the Anniversary Celebration

Trustee Osthaus reported on plans for the 75th Anniversary Celebration on October 12, 2013 at the Main Library. The Library will need to have the back portion of the civic center site blocked off for staff/volunteer parking and activities, similar to summer reading kick-off.

Award Bid for HVAC Preventative Maintenance at Both Locations

The Board reviewed the bids received and the staff recommendation.

MOTION:

MOVE TO AWARD THE BID FOR HVAC PREVENTATIVE MAINTENANCE SERVICES AT BOTH FACILITIES TO THE LOW BID VENDOR, ROLLS REFRIGERATION, AT A COST OF \$9,125.00.

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

MOTION CARRIED.

Approval of MeL Interlibrary Loan Parameters

The Board reviewed the recommended revisions to the Library's interlibrary loan parameters.

MOTION:

MOVE TO APPROVE THE MEL INTERLIBRARY LOAN PARAMETERS AS RECOMMENDED BY LIBRARY STAFF.

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

Approval of Bid Specifications for Window Washing Services at Both Facilities

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS AND ANNOUNCEMENT FOR WINDOW WASHING SERVICES.

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

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

Carol Kravetz, Secretary