

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
September 11, 2013**

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

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE SEPTEMBER 11, 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 AUGUST 14, 2013 MEETING.

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

Financial Report

The August 2013 financial statements and the fiscal year 12/13 report on investments were received.

Director's Report

Director Bohrer reported on the following:

- The family of Janice Sherman designated the Library for memorial donations which are currently being received. A silver plaque will be engraved for the endowment wall.
- The Michicard program will end on December 31, 2013, but the Suburban Library Cooperative is planning on organizing and administering a substitute program.
- An update was provided on various Main Library repair projects, including the humidification system and parking lot lighting.
- The civic center boulevard is currently under construction and is scheduled for completion by October 4, 2013. There is concern about meeting the deadline, but the boulevard will be ready for the Library's 75th Anniversary Event. The entire project is to be completed by October 20, 2013.
- The Library will be providing outreach service to All Seasons, a new senior residence located in West Bloomfield.
- Illustrator Bryan Collier, Coretta Scot King award-winning illustrator, has been booked to speak on Monday, January 20, 2014 in celebration of Martin Luther King Day.
- The mobile/tablet version of the Library's website has been launched.
- Staff members made presentations on homework resources and digital services at middle school parent orientation sessions.
- The Michigan Library Association legislative update was reviewed.

The Director's Report was received.

Accounts Payable

Director Bohrer explained why there were two identical checks made payable to the Township. Instead of invoicing the Library for the tax reimbursement to Oakland County, the Treasurer's office wired the amount in error into the Library's account.

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$368,430.57 AND RATIFY EXPENSES INCURRED SINCE AUGUST 14, 2013 IN THE AMOUNT OF \$70,445.42.

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

Library's 75th Anniversary Celebration Event

Trustee Osthaus provided an update on the event scheduled for October 12, 2013. She highlighted the contents of the fall issue of the Library's newsletter which contains a timeline related to the Library's history.

Defined Contribution Plan Review

Director Bohrer provided feedback on pension service at neighboring libraries as requested by the Board. The Board discussed the high level of service previously performed by Plante & Moran Financial Services and the benefit of having the advisor sign on as a fiduciary.

**MOTION:
MOVE TO ENGAGE THE SERVICES OF PLANTE & MORAN FINANCIAL SERVICES AS AN ADVISOR TO THE BOARD AND FIDUCIARY FOR THE LIBRARY'S PENSION PLAN.**

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

Approval of Bid Specifications for Server Virtualization

The Board reviewed the report and bid specifications for server virtualization as prepared by the Information Technology Coordinator. The virtualization project is part of the information technology replacement plan.

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS AND ADVERTISEMENT FOR SERVER VIRTUALIZATION.

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

Approval of Bid Specifications for Snow Removal Services

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS AND ADVERTISEMENT FOR SNOW REMOVAL SERVICES FOR BOTH FACILITIES.

Moved: Kravetz
Second: Meyer
Ayes: Kravetz, Meyer, Macon, Osthaus
MOTION CARRIED.

Approval of Bid Specifications for Grounds Maintenance Services

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS AND ADVERTISEMENT FOR GROUNDS MAINTENANCE SERVICES FOR BOTH FACILITIES.

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

Appointment of FY 14/15 Personnel Committee

Trustees Kravetz, Meyer and Macon will serve on the personnel committee.

Appointment of FY 14/15 Budget Committee

Trustees Osthaus, Holtz and Bordman will serve on the budget committee.

The meeting was adjourned at 8:25 p.m.

Carol Kravetz, Secretary