

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

Present: Bordman, Kravetz, Macon, Meyer, Osthaus, Bohrer

**Absent &
Excused:** 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 WITH THE ADDITION OF 11C APPROVAL OF BID SPECIFICATIONS FOR CISCO SMARTNET MAINTENENCE CONTRACTS.

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

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 13, 2013 MEETING.

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

Financial Report

The November 2013 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The exterior handicap access work at the Westacres Branch has been completed.
- Staff in-service day was held on November 11, 2013 with the keynote speaker being Dr. Kenneth Wolf from Incident Management Team out of Novi. Dr. Wolf, a West Bloomfield resident and regular library user, addressed the assessment, management prevention and response to workplace violence with emphasis on the active shooter.
- An individual's library privileges were suspended due to theft of library property, which is a violation of the Library's Rules of Conduct.
- A one-time "welcome" eNewsletter is now being sent to each new library cardholder highlighting materials and services.
- The Westacres historical signs are now installed on Westacres Branch property and will be the topic of an article in the next newsletter.
- The youth delegation from Awaji City, Japan will visit us again this summer staying two nights rather than one.
- Character month and programming is now in progress thanks to a generous donation from the Friends of the Library.
- The humidification system at the Main Library has been successfully replaced.

The Director's Report was received.

Personnel Committee Report and Recommendations

Director Bohrer presented the personnel portion (wages and benefits) of the FY 14/15 proposed budget which totaled \$2,307,680, which is an overall reduction of \$74,549 over the current amended fiscal year budget. Personnel costs are projected to account for 49.7% of operating costs in FY 14/15. The Library will be open 49 Sundays (36 school year/13 summer) in FY 14/15 which is one less school year Sunday than the current fiscal year.

The committee recommended the following:

- Approval of the FY 14/15 wage schedule for full and part-time positions as presented.
- Maintaining 2.0 FTE positions vacant/unfunded.

- Step increases for permanent full and part-time based on a satisfactory performance appraisal with the inclusion of an incentive adjustment for full-time employees.
- A 9.0% employer contribution to the defined contribution plan for eligible employees.
- Compliance with PA 152 for current employees with the selection of 80/20 health care option for the BC/BS contract starting November 2014.
- Maintaining the Section 125 Cafeteria Plan taxable cash payment of \$2,500 in lieu of coverage under the West Bloomfield Township Public Library Group Health Plan.

MOTION:

MOVE TO APPROVE THE RECOMMENDATIONS OF THE PERSONNEL COMMITTEE INCLUDING THE WAGE SCHEDULE WHICH SETS PERSONNEL COSTS FOR THE UPCOMING 2014/2015 FISCAL YEAR AT \$2,307,680 WHICH IS A REDUCTION OF \$74,549 OVER THE CURRENT YEAR'S AMENDED BUDGET.

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

MOTION CARRIED.

The Board reviewed the suggested revisions to two personnel policies—Staff Development Policy and Welfare and Economic Benefits-Health Care Policy. The staff development revision addressed the need for an employee to use paid leave if not available to attend the mandatory staff in-service day. The health care revision changed the eligibility for health care insurance to the same status as dental coverage.

MOTION:

MOVE TO APPROVE THE PROPOSED REVISIONS TO THE STAFF DEVELOPMENT AND HEALTH CARE POLICY.

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

MOTION CARRIED.

Approval of Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$145,956.06 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 13, 2013 IN THE AMOUNT OF \$139,148.45.

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

Approval of Defined Contribution Pension Plan Investment Policy

The Board reviewed for a second time the investment policy for the Library's defined contribution pension plan as prepared by Plante & Moran Financial Advisors.

MOTION:

MOVE TO APPROVE THE DEFINED CONTRIBUTION PLAN INVESTMENT POLICY.

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

Award Bid for Janitorial Services

The Board reviewed the bids received and staff recommendation regarding janitorial services at both facilities.

MOTION:

MOVE TO AWARD THE BID FOR JANITORIAL SERVICES FOR BOTH FACILITIES TO THE LOW BID VENDOR, P.I.C. MAINTENANCE, AT A COST OF \$64,086.60 WITH A ONE YEAR OPTION TO RENEW.

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

Approval of Bid Specifications for Cisco SmartNet Contracts

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS AND POSTING FOR CISCO SMARTNET MAINTENANCE CONTRACTS FOR NETWORK ELECTRONICS.

Moved: Kravetz

Second: Osthaus

Ayes: Kravetz, Osthaus, Bordman, Macon, Meyer

Nays: None

MOTION CARRIED.

The meeting was adjourned at 7:55 p.m.

Carol Kravetz, Secretary