

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
January 8, 2014**

Present: Bordman, Kravetz, Macon, Meyer, Bohrer

**Absent &
Excused:** Holtz, Osthaus

Call to Order

The meeting was called to order by President Macon at 8:10 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE FOR THE JANUARY 8, 2014 MEETING.

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

MOTION CARRIED.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE DECEMBER 11, 2013 MEETING.

Moved: Kravetz
Second: Bordman

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

Financial Report

The December 2013 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The next article to be included in *West Bloomfield Today* will provide parents and caregivers information on how to select the best “apps” for very young children.
- The level of participation of libraries in the MLibraryCard resource sharing program.
- Third quarter reports prepared by departments.

The Director's Report was received.

Review of Proposed FY 14/15 Budget and Set Date for Public Hearing

The Board discussed the FY 14/15 balanced budget as presented by the Budget Committee. With the exception of property tax revenue which is expected to increase by 0.5%, revenue and expenditures are projected to be consistent with the current fiscal year. The Friends of the Library will continue to make a contribution to maintain a strong materials collection across a variety of formats. There will be a transfer to OPEB and the Capital Improvement and Automation Development funds, as in the current fiscal year. The significant automation development project for the fiscal year will be the replacement and updating of the RFID tags and equipment to conform to established open source RFID tag requirements.

MOTION:

MOVE TO SET A HEARING ON THE 2014-2015 FISCAL YEAR BUDGET FOR WEDNESDAY, FEBRUARY 19, 2014 AT 7:30 P.M. IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.

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

MOTION CARRIED.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$147,115.87 AND RATIFY EXPENSES INCURRED SINCE DECEMBER 11, 2013 IN THE AMOUNT OF \$141,131.72.

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

MOTION CARRIED.

Approval of Revisions to Public Meeting Room/Conference Room Rental Policy and Contract

Director Bohrer reviewed the proposed revisions which more clearly highlight information on the podium in the meeting room, its inability to be moved due to wiring for presentations, the electronic notification system to alert staff members when the podium is moved and the fee assessment for damaged wiring. Podium information will also be enhanced in the meeting room contract and the Library's website.

MOTION:

MOVE TO APPROVE THE PROPOSED REVISIONS TO THE PUBLIC MEETING ROOM/CONFERENCE ROOM RENTAL POLICY AND CONTRACT.

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

MOTION CARRIED.

Award Bid for Cisco Smart Net Maintenance Contracts

MOTION:

MOVE TO AWARD THE BID FOR CISCO SMART NET MAINTENANCE CONTRACTS TO HI-TECH SYSTEM SERVICE, INC., THE LOW BID VENDOR, AT AN ANNUAL COST OF \$21,573.00.

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

Award Bid for Telecommunications Services Related to Universal Service Fund

Director Bohrer explained the Universal Service Fund (USF) rebate process which requires using USF forms to handle a bid process to obtain a telecommunications vendor for eligible services.

MOTION:

MOVE TO AWARD THE BID TO AT&T, THE LOW BID VENDOR, FOR TELECOMMUNICATIONS SERVICES ELIGIBLE FOR THE UNIVERSAL SERVICE FUND REBATE AT AN ANNUAL COST OF \$2,788.00.

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

Marketing Plan Accomplishments

Director Bohrer reviewed the accomplishments of the 2013 marketing/communication plan which focuses on the promotion of library resources and services.

The marketing plan accomplishments report was received.

The meeting was adjourned at 8:35 p.m.

Carol Kravetz, Secretary