

**Minutes
For the Board Meeting of
August 20, 2014**

Present: Bordman, Kravetz, Macon, Meyer, Osthaus, Bohrer
Brian Camiller, Dave Helisek, Ashley Much—Plante and Moran

**Absent &
Excused:** Holtz

Call to Order

The meeting was called to order by President Macon at 7:30 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE AUGUST 20, 2014 MEETING.

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

MOTION CARRIED.

FY 2013-2014 Audit Presentation

Representatives from Plante & Moran presented the results of the FY 13/14 audit. General fund revenues and expenditures and transfer to other funds were reviewed through a series of graphs. The Library received an unmodified opinion with no deficiencies or material weaknesses reported. Revenue has remained fairly consistent over the past three years. It is projected that property tax will increase very slowly over the next ten years. Expenditures have also been consistent over the last three years due to cost containment strategies which have been implemented. The Board, Director and Finance Manager were commended for their strong stewardship of library finances.

Plante & Moran also discussed the personal property tax issue which passed in the recent election and how it impacts the Library.

Correspondence

A letter was received from the Consul General of Japan regarding the visit of the youth delegation from Awaji City, Japan. He thanked the Library for being invited to the kick-off event and the follow-up materials he received.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JULY 9, 2014 MEETING.

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

MOTION CARRIED.

Financial Reports

The FY 2013-2014 final year-end financial statements, the FY 2013-2014 investment report and the July 2014 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- Events related to the Japanese youth delegation.
- The addition of a Pinterest page, with the youth department's emphasis on "pins" supporting our *Grow Up Reading*[™] initiatives.
- The RFID conversion project has been completed.
- The finance manager and IT staff are addressing PCI compliance issues.
- Outreach activities planned for the 2014-2015 fiscal and school years.

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- The carpet in the circulation, support and IT areas at the Main Library needs to be replaced within the next year.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$294,176.95 AND RATIFY EXPENSES PAID SINCE JULY 9, 2014 IN THE AMOUNT OF \$233,459.55.

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

MOTION CARRIED.

Award Bid for Carpet Replacement

The Board reviewed the report prepared by staff on the bid results for carpet replacement in the adult services and staff areas at the Westacres Branch, which included costs to move all furniture, equipment and book stacks. The work in the public areas will be conducted during hours the Library is closed.

MOTION:

MOVE TO AWARD THE BID FOR CARPET REPLACEMENT AT THE WESTACRES BRANCH IN THE AMOUNT OF \$82,125.00.

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

MOTION CARRIED.

Revisions to Circulation and Support Services Job Descriptions

The Board reviewed the updates to the job descriptions within the circulation and support services departments recommended by the administrative team. Two job descriptions were eliminated and replaced by two new descriptions and three existing descriptions were updated to reflect current operations. These job descriptions had not been reviewed since 2005.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE CIRCULATION CLERK, COMPUTER ASSISTANT (FORMERLY COMPUTER PAGE) AND SUPPORT SERVICES CLERK JOB DESCRIPTIONS; TO ELIMINATE THE POSITIONS OF CIRCULATION PAGE AND SUPPORT SERVICES PAGE; ADD AS A REPLACEMENT THE JOB DESCRIPTIONS FOR CIRCULATION SERVICES ASSISTANT AND SUPPORT SERVICES ASSISTANT; AND UPDATE ANY REFERENCE TO THE OLD/NEW POSITIONS IN APPROPRIATE POLICIES AND PROCEDURES.

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

MOTION CARRIED.

Bohrer presented a revised FY 14-15 wage scale which makes changes to come into compliance with the minimum wage change that must be in place by September 1, 2014. Only two classifications required revision--circulation services assistant and support services assistants.

MOTION:

MOVE TO APPROVE THE REVISED WAGE SCALE FOR THE 2014-2015 FISCAL YEAR EFFECTIVE SEPTEMBER 1, 2014 TO BRING OUR LIBRARY IN COMPLIANCE WITH THE FIRST STEP IN THE INCREASE OF THE MICHIGAN MINIMUM WAGE AND ALSO APPROVE THE HOURLY RATE TRANSITION PLAN AS PRESENTED.

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

MOTION CARRIED.

FY 2014-2015 Mid-Year Budget Adjustments

The Board reviewed the proposed mid-year adjustments to the FY 14/15 budget. Overall income increased by \$152,243 due to higher than anticipated interest and penal fines income, as well as a transfer into the general fund from the accrued benefits fund to cover an OPEB payment into the MERS irrevocable trust for retiree health care.

MOTION:

MOVE TO APPROVE THE MID-YEAR BUDGET ADJUSTMENTS FOR THE 2014-2015 FISCAL YEAR.

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

MOTION CARRIED.

Approval of 2014 Millage Levy

MOTION:

MOVE TO APPROVE THE TAX LEVY RESOLUTION AS PRESENTED WHICH SETS THE 2014 TAX LEVY AT 1.7 MIL, SUBJECT TO THE HEADLEE ROLLBACK.

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

MOTION CARRIED.

Approval of Bid Proposal for Computer Workstation Replacement

MOTION:

MOVE TO APPROVE THE BID PROPOSAL TO BE ISSUED FOR THE REPLACEMENT OF ALL PUBLIC WORKSTATIONS AT THE MAIN LIBRARY PER THE LIBRARY'S COMPUTER REPLACEMENT PLAN.

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

MOTION CARRIED.

Approval of Bid Proposal for Carpet Cleaning Services

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MOTION:

MOVE TO APPROVE THE BID PROPOSAL TO BE ISSUED FOR CARPET CLEANING SERVICES AT BOTH FACILITIES.

Moved: Kravetz

Second: Bordman

Ayes: Kravetz, Bordman, Osthaus, Macon, Meyer

Nays: None

MOTION CARRIED.

The meeting was adjourned at 8:45 p.m.

Carol Kravetz, Secretary