

**Minutes
For the West Bloomfield Township Public Library
Board Meeting of
November 12, 2014**

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

**Absent &
Excused:** Kravetz

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 NOVEMBER 12, 2014 MEETING WITH THE ADDITION OF REVIEW BOARD MEETING SCHEDULE UNDER NEW BUSINESS 10C.

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

MOTION CARRIED.

Correspondence

A letter was received from a West Bloomfield resident expressing concern over the film selected for the January 2015 international film discussion series. The Board discussed the letter and information gathered on the film and directed President Macon to send a response.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 8, 2014 MEETING.

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

MOTION CARRIED.

Financial Report

The October 2014 financial statements were received.

Director's Report

Director Bohrer reported on:

- The topics to be covered during annual staff in-service day scheduled for November 11, 2014.
- Michigan Week domain ownership has been transferred to Michigan Week representatives, since the Library will no longer be responsible for the website.
- RAP, the West Bloomfield School District's reading appreciation program began on October 24, 2014 with the Library again serving as a program partner. The Bloomfield Hills School District's Lone Pine Star Readers program began on October 30, 2014 with the Library again serving as a program partner.
- The annual Book Club reception held on October 29, 2014 was well attended with Hachette Publishing providing the author, Hannah Pittard.
- The State Board of Education approved a statement in support of school libraries.
- Information obtained at the Orchard Lake Road Corridor meetings held on October 22, 2014 and November 12, 2014. A committee will be formed to study funding options which Director Bohrer will attend.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$290,115.55 AND RATIFY EXPENSES PAID SINCE OCTOBER 8, 2014 IN THE AMOUNT OF \$144,900.95.

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

Review of FY 2015-2016 Budget

The Board discussed the balanced FY 2015/FY 2016 budget, which is similar to the current fiscal year budget in terms of revenue and expense.

- Overall, revenue will decrease by \$56,997 over the current fiscal year. This reduction is due to the fact that \$100,000 was transferred into this year's budget from the accrued benefit fund to make a larger OPEB retirement health care payment. If the transfer is not considered, the change from the current fiscal year would be an overall revenue increase of \$43,003.
- The budget reflects a \$.49 per capita rate for state aid and a \$1.32 per capita rate for penal fund revenue. It also reflects a \$15,000 donation from the Friends of the Library in support of the materials budget.
- Overall, personnel expenditures (wages and benefits) will be \$3,826 less than the current fiscal and account for 49% of the operating budget. Employees will be eligible for a step increase based on satisfactory performance. The required minimum wage has been incorporated into the wage schedule. One full-time and two part-time positions remain unfunded. The budget reflects compliance with PA 152 for current employees with the selection of 80/20 health care option. The employer contribution to the defined contribution plan for eligible employers is set at 9% which is similar to our current fiscal year.
- The materials budget accounts for 23% of the operating budget with an overall increase this year of \$11,057. Department managers have allotted funds across the various accounts of the materials budget to address demand and usage patterns.

MOTION:

MOVE TO SET A PUBLIC HEARING ON THE FISCAL YEAR 2015/2016 BUDGET AT THE JANUARY, 14 2014 BOARD MEETING TO BE HELD IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.

Moved: Osthaus

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

Election of Officers

Current Library Board officers include: Ken Macon, President; Judy Holtz, Vice-President; Carol Kravetz, Secretary; Wendy Osthaus, Treasurer; and Arlene Bordman, Assistant Secretary/Treasurer.

MOTION:

MOVE TO RETAIN THE SAME BOARD MEMBERS IN THEIR CURRENT OFFICER POSITIONS.

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

Review Board Meeting Schedule

Trustee Osthaus asked the Board to consider a 10:00 a.m. starting time for meetings during the winter months (January, February and March).

MOTION:

MOVE TO CHANGE THE STARTING TIME OF THE JANUARY 14, 2015, THE FEBRUARY 18, 2015 AND THE MARCH 18, 2015 MEETING TO 10:00 A.M. AND DIRECT BOHRER TO MAKE SURE THE CHANGE IS REFLECTED ON ALL PUBLISHED POSTINGS OF THE 2015 MEETING SCHEDULE WITHIN BOTH FACILITIES AND ON THE WEBSITE.

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

Director Bohrer indicated that there may be a conflict with the December Board meeting date and inquired if the Board would be willing to change the date from December 10 to December 17. It was the consensus of the Board to change the meeting if necessary and make sure the change is reflected on all published postings of the 2014 meeting schedule within both facilities and on the website.

The meeting was adjourned at 8:15 p.m.

Arlene Bordman, Assistant Secretary/Treasurer