

**Minutes  
For the West Bloomfield Township Public Library  
Board of Trustees Meeting of  
February 18, 2015**

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

**Absent:** None

**Call to Order**

The meeting was called to order by President Macon at 10:00 a.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE FEBRUARY 18, 2015 MEETING.**

Moved: Kravetz

Second: Bordman

Ayes: Kravetz, Bordman, Holtz, Macon, Meyer, Osthaus

Nays: None

**MOTION CARRIED.**

**Correspondence**

- Received correspondence from the Township Treasurer regarding the late distribution of tax receipts indicating that lost interest will be paid to the Library and future payments will be wired into an account designated by the Library.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE JANUARY 14, 2015 MEETING.**

Moved: Osthaus

Second: Bordman  
Ayes: Osthaus, Bordman, Kravetz, Macon, Meyer  
Nays: None  
Abstain: Holtz

**MOTION CARRIED.**

## **Financial Reports**

The January 2015 financial statements were received.

## **Director's Report**

Director Bohrer reported on the following:

- The support services department has obtained a 15-week unpaid intern from Oakland Community College.
- A warning letter was sent to the parents of three individuals due to loud and disruptive behavior in the youth services department on January 14, 2015, which is a violation of the Library's Rules of Conduct.
- The Library's IT coordinator has determined all the Cisco equipment needed to upgrade our system, per the Board-approved computer and information technology replacement plan, can be purchased through the REMC and National IPA bid contracts. The purchases will be paid from the Library's capital replacement and automation development Fund.
- Everyone's Reading author for 2015 will be Brad Meltzer with West Bloomfield and Rochester Hills serving as the hosting libraries.
- The Michigan Library Association's January 29, 2015 advocacy update.
- A customer satisfaction survey will be distributed at both facilities from March 16-22, 2015. The survey will also be available online. The same form will be used as in past customer satisfaction surveys, although a couple of updates were made.
- The new insert to the guide to services which highlights our newest digital resources and services.
- The Friends of the Library have been advised that they need to obtain liability insurance coverage, since they are not covered under the Library's MMRMA insurance.

The Director's Report was received.

## **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$198,864.01 AND RATIFY EXPENSES PAID SINCE JANUARY 14, 2015 IN THE AMOUNT OF \$144,501.81.**

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

### **Award Bid for Upgrade to Existing Telephone System**

Robert Pesale, IT Coordinator, reviewed the bid results with the Library Board. The upgrade will allow the Library to utilize smart phones with smart phone technology and continue to use the hard-lined phones currently installed throughout both facilities. The upgrade will improve customer service through the use of smart phones at all service desks, which will eventually handle paging, helpdesk reporting, and online catalog and internet searching.

**MOTION:**

**MOVE TO AWARD THE BID FOR AN UPGRADE TO THE LIBRARY'S EXISTING TELEPHONE SYSTEM TO BSB COMMUNICATIONS AT A COST OF \$22,632.50 WHICH WILL BE PAID FROM THE COMPUTER REPLACEMENT AND AUTOMATION DEVELOPMENT FUND.**

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

### **Board Comment**

- Trustee Osthau reported that the Friends of the Library held a successful book sale on February 6-8, 2015 in the meeting room of the Main Library.

The meeting was adjourned at 11:00 a. m.

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Carol Kravetz, Secretary