

**Minutes  
For the West Bloomfield Township Public Library  
Board of Trustees Meeting  
September 9, 2015**

**Present:** Eickemeyer, Kravetz, Holtz, Macon, Osthaus, Bohrer, Pesale  
Steve Smith, TMP Architecture, Inc.

**Absent:** Meyer

**Call to Order**

President Macon called the meeting to order at 7:30 p.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE SEPTEMBER 9, 2015  
MEETING.**

Moved: Kravetz

Second: Holtz

Ayes: Kravetz, Holtz, Eickemeyer, Macon, Osthaus

Nays: None

**MOTION CARRIED.**

**Approval of Bid Specifications for Upgrade to Security System**

Robert Pesale, Coordinator of Information Technology, reviewed the bid specifications for an upgrade to the video camera security system at both facilities. The upgrade will focus primarily on hardware, which includes both DVRs and some cameras. The goal is to obtain expanded coverage with the same amount of licenses with higher resolution in places where needed.

**MOTION:**

**MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR AN UPGRADE TO THE VIDEO CAMERA SECURITY SYSTEM AT BOTH FACILITIES.**

Moved: Holtz  
Second: Kravetz  
Ayes: Holtz, Kravetz, Eickemeyer, Macon, Osthaus  
Nays: None  
**MOTION CARRIED.**

**Award Bid for Computer Workstations**

Robert Pesale, Coordinator of Information Technology, reviewed the bid results and recommended the selection of the low bid vendor. Our past experience with the vendor has been very good. An additional workstation will be purchased for the Westacres Branch to replace the one that was damaged beyond repair during the recent car accident.

**MOTION:**

**MOVE TO AWARD THE BID FOR REPLACEMENT OF ALL STAFF COMPUTER WORKSTATIONS AND PUBLIC WORKSTATIONS AT THE WESTACRES BRANCH TO LOW BID VENDOR HI-TECH SYSTEMS AT A COST OF \$108,481.40 TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.**

Moved: Kravetz  
Second: Holtz  
Ayes: Kravetz, Holtz, Eickemeyer, Macon, Osthaus  
Nays: None  
**MOTION CARRIED.**

**Proposal for Study on Back-Up Generator Options**

Steve Smith, Senior Vice President of TMP Architecture, Inc., discussed with the Board back-up generators and reviewed the process that would be undertaken to determine back-up generator options and budget for both facilities. Doug Sayles, who was the electrical engineer on our remodeling projects in 2000 and 2001 for our facilities, will be involved in the process utilizing our as-built drawings. The Board members discussed and articulated three levels of back-up to be considered in the study.

**MOTION:**

**MOVE TO ACCEPT THE PROPOSAL FROM TMP ARCHITECTURE, INC. TO CONDUCT A STUDY TO DETERMINE BACK-UP GENERATOR OPTIONS AND BUDGET FOR BOTH FACILITIES.**

Moved: Kravetz  
Second: Holtz  
Ayes: Kravetz, Holtz, Eickemeyer, Macon, Osthaus  
Nays: None  
**MOTION CARRIED.**

**Correspondence**

- Correspondence was received from the mayor of Awaji City, Japan.
- Correspondence was received from a West Bloomfield resident regarding the Library's eBook collection. A letter was sent in response.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE AUGUST 12, 2015 MEETING.**

Moved: Kravetz  
Second: Eickemeyer  
Ayes: Kravetz, Eickemeyer, Macon  
Nays: None  
Abstain: Holtz, Osthaus  
**MOTION CARRIED.**

**Financial Reports**

The August 2015 financial statements were received.

**Director's Report**

Director Bohrer reported on the following:

- A vehicle crashed into the east side of the Westacres Branch on August 24, 2015. No one inside the facility or in the vehicle was injured. Belfor Property Restoration was called in that evening to board up the wall. There was damage to just one computer on the inside of the facility. The estimate to repair the facility is \$34,257. All the necessary paperwork has been filed with our insurance

provider. Our insurance provider has given permission to move forward on the repairs. It will take approximately 6 weeks for the repairs to be completed. Temporary partitions have already been installed to separate construction from our users.

The Director's Report was received.

### **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$370,452.40 AND RATIFY EXPENSES PAID SINCE AUGUST 12, 2015 IN THE AMOUNT OF \$73,716.81.**

Moved: Osthaus  
Second: Holtz  
Ayes: Osthaus, Holtz, Eickemeyer, Kravetz, Macon  
Nays: None  
**MOTION CARRIED.**

### **Approval of Bid Specifications for Janitorial Services at Both Facilities**

**MOTION:**

**MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR JANITORIAL SERVICES FOR BOTH FACILITIES.**

Moved: Osthaus  
Second: Holtz  
Ayes: Osthaus, Holtz, Eickemeyer, Kravetz, Macon  
Nays: None  
**MOTION CARRIED.**

### **Approval of Bid Specifications for Grounds Maintenance at Both Facilities**

**MOTION:**

**MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR GROUNDS MAINTENANCE AT BOTH FACILITIES.**

Moved: Kravetz  
Second: Osthaus  
Ayes: Kravetz, Osthaus, Eickemeyer, Holtz, Macon  
Nays: None  
**MOTION CARRIED.**

### **Appointment of FY 16/17 Budget Committee**

President Macon appointed Trustees Osthaus and Eickemeyer to serve on the budget committee for the 2016-2017 fiscal year.

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

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Carol Kravetz, Secretary