

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

**Present:** Eickemeyer (by telephone), Kravetz, Holtz, Macon, Meyer, Osthaus,  
Bohrer  
Steve Smith, TMP Architecture, Inc.  
Doug Sayles, ETS Engineering, Inc.

**Absent:** None

**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 NOVEMBER 18, 2015 WITH AN  
ADDITION UNDER CORRESPONDENCE.**

Moved: Kravetz  
Second: Holtz  
Ayes: Kravetz, Holtz, Eickemeyer, Macon, Meyer, Osthaus  
Nays: None

**MOTION CARRIED.**

**Presentation on Results of Back-Up Generator Study—TMP  
Architecture, Inc.**

Steve Smith and Doug Sayles reviewed the study results with the Board. Scheme 1 is the bare minimum required for life safety load (emergency egress lighting and power to the fire alarm system) which is currently backed up at both facilities.

For the Main Library, two options were presented. Scheme 2 provided partial building back-up to selected areas enabling staff to work, as well as keeping all information

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technology infrastructures operating. Scheme 3 provided back-up power to the all the loads except for the chiller. The cost difference was \$21,600.

For the Westacres Branch, a small, whole building back-up generator would be the most efficient way to provide power. The projected cost would be approximately \$63,600; however, additional study by TMP Architecture is required before the Board can take any action.

Steve Smith did verify that our Library is able to take advantage of the existing competitive bid pricing recently obtained by the Walled Lakes Consolidated Schools for back-up generators. When the Library issues its request to bid documents, the back-up generator from the Walled Lakes Consolidated Schools price list can be slotted in.

### **MOTION:**

**MOVE TO PURSUE THE DEVELOPMENT OF ALL NECESSARY DOCUMENTS IN ORDER TO BID OUT SCHEME 3 FOR THE MAIN LIBRARY, WHICH INCLUDES COVERAGE OF THE ENTIRE BUILDING WITH THE EXCEPTION OF THE CHILLER.**

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

### **Correspondence**

- Correspondence was received from the League of Women Voters Oakland area thanking the Library for hosting their meeting.
- Correspondence was received from an Orchard Lake resident requesting library drop boxes at school buildings.

### **Approval of Minutes**

#### **MOTION:**

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

Moved: Holtz  
Second: Kravetz  
Ayes: Holtz, Kravetz, Eickemeyer, Macon, Meyer, Osthaus

Nays: None  
**MOTION CARRIED.**

## **Financial Reports**

The October 2015 financial statements were received.

## **Director's Report**

Director Bohrer reported on the following:

- In partnership with Henry Ford Hospital—West Bloomfield, a “little library” has been established in the atrium area at the hospital.
- Staff in-service day was held on November 11, 2015.
- As part of the carpet replacement project at the Main Library, staff is taking the opportunity to review staff areas for functionality and the need for additional storage and shelving.
- The Library is conducting a social media survey from November 12-21, 2015 within both facilities and online from November 12-30, 2015 to assist staff with relevant use of social media in reaching various constituencies.
- I was invited again to serve on the advisory board for JetBlue’s 2016 *Soar with Reading* program on December 8, 2015 with all expenses covered by the company. Detroit has been selected as the city for distribution of free books.
- Additional high resolution, multi-directional cameras were added to the security system project within the young adult room at the Main Library. Bid pricing was extended.
- A formal hearing was held on November 17, 2015 regarding the August 24, 2015 accident at the Westacres Branch. All issues were resolved without the need to go to trial.
- The Library of Michigan has purchased membership in United for Libraries, a division of the American Library Association, for all Michigan libraries.

The Director’s Report was received.

## **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$301,179.25 AND RATIFY EXPENSES PAID SINCE OCTOBER 14, 2015 IN THE AMOUNT OF \$152,913.26.**

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

### **Award Bid for Grounds Maintenance at Both Facilities**

The Board reviewed the qualified bids received for grounds maintenance and the recommendation prepared by staff. Public notice was placed in the *Oakland Press* and a mandatory pre-bid meeting was held.

**MOTION:**

**MOVE TO AWARD THE BID FOR GROUNDS MAINTENANCE AT BOTH FACILITIES FOR ONE YEAR TO YOUR WAY PROPERTY SERVICES AT A TOTAL COST OF \$24,353.**

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

### **Approval of Bid Specifications for Carpet Replacement in Designated Staff Areas at Main Library**

**MOTION:**

**MOVE TO APPROVE THE BID SPECIFICATIONS AND POSTING FOR REPLACEMENT OF CARPET AND LINOLEUM TILE IN DESIGNATED STAFF AREAS AT THE MAIN LIBRARY.**

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

### **Approval to Expand Eligibility for Direct Deposit**

**MOTION:**

**MOVE TO REVISE THE PERSONNEL POLICY ON MISCELLANEOUS BENEFITS TO INCLUDE ASSISTANTS (COMPUTER, SUPPORT SERVICES AND CIRCULATION) AS ELIGIBLE EMPLOYEES FOR DIRECT DEPOSIT.**

Moved: Holtz

Second: Osthaus

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

Nays: None

**MOTION CARRIED.**

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

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Carol Kravetz, Secretary