

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
March 23, 2016**

Present: Eickemeyer, Kravetz, Holtz, Macon, Meyer, Osthaus,
Bohrer
Steven Gibson, Ryan Knabusch—Plante Moran Financial
Advisors
Steve Smith, Doug Sayles—TMP Associates

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 THE MARCH 23, 2016 MEETING.

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

MOTION CARRIED.

Update on the Back-Up Generator Project

The Board reviewed the information, including price estimates, provided by Steve Smith and Doug Sayles of TMP Associates on the back-up generator plans. The whole building scheme turned out to be the most cost effective. At both facilities, the location of the generator(s) will be very close to the building. It was confirmed with the Township that site plan review can be handled administratively. It has also been confirmed that

the Library can take advantage of the Walled Lake Schools competitive bid pricing for the purchase of the generators. The Library will competitively bid out the work to install the generators. Funding for the project will be covered by the Capital Improvement and Automation Development Fund.

MOTION:

MOVE TO APPROVE GOING FORWARD WITH THE WHOLE BUILDING SCHEME FOR THE BACK-UP GENERATOR PROJECT, THE PREPARATION OF ALL NECESSARY DESIGN AND BID DOCUMENTS AND THE PURCHASE OF THE GENERATORS THROUGH THE WALLED LAKE SCHOOLS COMPETITIVE BID PRICING LIST.

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

MOTION CARRIED.

Annual Review of Defined Contribution Plan and Trust

Representatives of Plante Moran Financial Services, Steven Gibson and Ryan Knabusch, reviewed the following:

- The Library's investment policy which didn't need revision at this time.
- A general market analysis and performance information on the individual plan investment options. No change to the investment options was needed at this time.
- An expense analysis of the plan and its investment options.

The Board agreed to offering another education session for all participants. Mr. Gibson will coordinate the planning and presentation of the session. The Board accepted Mr. Gibson's offer to review the Library's voluntary 457 plan available to all employees over the age of 21.

Correspondence

- A letter was received from the Director of the Awaji City Library, our Sister Library in Japan, regarding books sent to us for our collection.
- A letter was received from a West Bloomfield resident inquiring about having a non-smoking civic center campus.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JANUARY 13, 2016 MEETING.

Moved: Kravetz

Second: Holtz

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

Nays: None

MOTION CARRIED.

Financial Reports

The January and February 2016 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- Donations continue to be received from the endowment fund solicitation.
- The library privileges of three individuals have been temporarily suspended due to violations of the Library's Rules of Conduct.
- Everyone's Reading 2016 launched on February 15, 2016 featuring author Lisa See and her book *Shanghai Girls*.
- There have been performance issues over the past 1 ½ years with the boilers at the Main Library. We will be working with TMP Associates over the next year to prepare bid specifications for Board approval to replace both boilers.
- Staff will be investigating adding more study rooms within the adult services area of the Main Library.
- The carpeting/LVT installation has been completed to our satisfaction at the Main Library. Staff work areas were reorganized for better efficiency in operations.
- The next visit from a Japanese youth delegation is scheduled for July 28-30, 2016.
- On March 30, 2016, the Greater West Bloomfield Historical Society will unveil their "History of West Bloomfield Schools" exhibit at the Main Library. We are hosting the exhibit for the entire month of April.
- The Michigan Senate has approved a set of bills initiated by the Michigan Library Association allowing public libraries to opt out of all type of tax captures. The bills will now be reviewed by the Michigan House.
- The Director has been invited by the Harvard Graduate School of Education to serve on a panel presentation at the American Library Association Conference in June 2016 to discuss the Harvard Family Research Project/Public Library Association's project on family engagement and the public library.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$304,785.55 AND RATIFY EXPENSES PAID SINCE JANUARY 13, 2016 IN THE AMOUNT OF \$638,681.80.

Moved: Osthaus

Second: Holtz

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

Nays: None

MOTION CARRIED.

Results of the Social Media Survey

The Board discussed the results of the social media survey that was held at both facilities from November 12-21, 2015 and online from November 12-30, 2015. A total of 1,277 surveys were received from West Bloomfield residents. The majority of the respondents (80%) do use social media primarily through their smartphones. Bohrer reported that staff will use information gained from the survey to alter our social media efforts. We want to make sure that posts on the various platforms fit why respondents use each platform, as well as what they indicated they would like to see from the Library.

Award Bid for Telecommunication PRI Contract

MOTION:

MOVE TO AWARD THE BID FOR TELECOMMUNICATION SERVICE FOR THE PRIMARY RATE INTERFACE TO THE LOW BID VENDOR, CLEAR RATE AT AN ANNUAL COST OF \$3,126.36 WITH UNLIMITED LONG DISTANCE.

Moved: Holtz

Second: Kravetz

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

Nays: None

MOTION CARRIED.

Approval of Adding the New Format of Discovery Tablet to the Circulation Policies

Director Bohrer showed the *Playaway Launchpad*, a sturdy pre-loaded learning tablet, which will be circulated through youth services at each facility to residents of West Bloomfield and our contract communities only. The fine chart, the library card chart, the interlibrary loan chart, institution loan and teacher loan were all revised to include this new format.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE FINE CHART, THE LIBRARY CARD CHART, TEACHER LOAN, INSTITUTION LOAN AND THE INTERLIBRARY LOAN PARAMETERS WHICH ARE ALL PART OF THE CIRCULATION POLICIES.

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

MOTION CARRIED.

Director Bohrer reported that the Friends of the Library will be asked to provide a donation in support of this new format. The tablets will be purchased right after the beginning of the new fiscal year.

Change to the Start Time of the Library Board Meeting

The Board discussed a change in the start time of the meeting from 7:30 to 7:00 p.m. There were no objections to the change.

MOTION:

MOVE TO CHANGE THE START TIME OF THE REGULAR MONTHLY MEETING OF THE LIBRARY BOARD OF TRUSTEES TO 7:00 P.M. EFFECTIVE WITH THE APRIL 13, 2016 MEETING.

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

MOTION CARRIED.

Director Bohrer pointed out that a change in meeting start time also requires a change to the Board by-laws. The by-laws were reviewed. In addition to the start time, it was noted that the Board meeting dates are not only posted on the public bulletin boards in each facility, but on the Library's website, so that should be added to the by-laws. Bohrer pointed out that the order of usual business could also be updated. Other than those three changes, the by-laws are in order. It was noted that this review constituted the requirement to review proposed amendments prior to voting on a change to the by-laws. The vote to change the by-laws will be placed on the agenda for the April 13, 2016 meeting.

Approval of Final Budget Adjustments

MOTION:

MOVE TO APPROVE THE FINAL BUDGET ADJUSTMENTS FOR THE 2015-2016 FISCAL YEAR.

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

MOTION CARRIED.

The meeting was adjourned at 8:55 p.m.

Carol Kravetz
Secretary