

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**September 14, 2016**

**Present:** Eickemeyer, Kravetz, Holtz, Macon, Meyer (arrived at 7:18 p.m.),  
Osthaus, Bohrer  
Carol Foster, West Bloomfield resident

**Absent:** None

**Call to Order**

President Macon called the meeting to order at 7:00 p.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE SEPTEMBER 14, 2016 MEETING.**

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

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE AUGUST 10, 2016 MEETING.**

Moved: Kravetz  
Second: Osthaus

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

## **Financial Reports**

The August 2016 financial statements were received.

## **Director's Report**

Director Bohrer reported on the following:

- An update on the capital improvement projects at both facilities which included placement of a safety fence and installation of a temporary back-up generator at the Main Library. The Library can't proceed further until the permits are received from the Township. Our applications were submitted on July 20, 2016.
- The Library will need to purchase an additional water and sewer unit to be in compliance with the Township's local ordinance at a cost of \$2,400.
- The Library is partnering with the City of Sylvan Lake on a "little library" located at Ferndale Beach.
- The mobility scooter for patron use is now available at the Main Library. In addition, a small collection of low-vision magnifiers is now available at the information desk at both facilities.
- Two new travel databases have been purchased—*Global Road Warrior* and *A to Z, the World*.
- The next adult delegation from Japan will visit on October 31 – November 1, 2016. The Board will be informed when plans are finalized.
- The latest Pew Research Center report entitled *Book Reading 2016*.

The Director's Report was received.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$234,282.08 AND RATIFY EXPENSES INCURRED SINCE AUGUST 10, 2016 IN THE AMOUNT OF \$143,841.82.**

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

Nays: None  
**MOTION CARRIED.**

### **Approval of Bid Specifications for Library Ground Maintenance**

**MOTION:**

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

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

### **Approval of Bid Specifications for Carpet Cleaning Services**

**MOTION:**

**MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR LIBRARY CARPET CLEANING SERVICES AT BOTH FACILITIES.**

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

### **Approval of 2016 Holiday Closings**

**MOTION:**

**MOVE TO APPROVE THE 2017 CALENDAR OF LIBRARY HOLIDAY CLOSINGS.**

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

### **Approval of 2016 Board Meetings**

There was discussion about the proposed April 12, 2017 (2<sup>nd</sup> Wednesday) date conflicting with a Jewish holiday. It was the consensus of the group to change it to the following day April 13, 2017 (2<sup>nd</sup> Thursday).

**MOTION:**

**MOVE TO APPROVE THE 2017 SCHEDULE OF MEETINGS FOR THE LIBRARY BOARD WITH A CHANGE IN THE APRIL DATE TO THURSDAY, APRIL 13, 2017.**

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

**MOTION CARRIED.**

### **Approval of Update to Library Card Eligibility/Type Policy**

Director Bohrer reviewed the various types of library cards currently issued and the need for a special student card for those students attending schools receiving outreach/promotional services within our legal service area, but do not live in our legal service area.

**MOTION:**

**MOVE TO APPROVE THE RECOMMENDED REVISION TO THE LIBRARY CARD ELIGIBILITY POLICY AND ACCOMPANYING LIBRARY CARD CHART.**

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

**MOTION CARRIED.**

The meeting was adjourned at 7:40 p.m.

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Carol Kravetz, Secretary