

Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
October 13, 2016

Present: Eickemeyer, Kravetz, Osthaus, Macon, Meyer, Bohrer
Justin Kolbow, Plante Moran
Carol Foster, West Bloomfield resident

**Absent &
Excused:** Holtz

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 OCTOBER 13, 2016 MEETING.

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

Audit Presentation for FY 2015-2016

Justin Kolbow from Plante Moran presented the results of the FY 2015-2016 audit. He reviewed general fund revenues, expenditures and transfers to other funds (endowment, accrued employee benefits and capital/automation development) through

a series of graphs. Revenues increased by 1.5% with property tax accounting for the majority of the increase. Expenditures were consistent with last year as the result of a continuing effort to contain costs.

The Library received an unmodified opinion, the highest that can be given, with no deficiencies or materials weaknesses in financial controls. It was noted that the health care post-retirement benefit for eligible employees is now fully funded. Mr. Kolbow reported that overall the position of the Library's finances is strong and stable. He attributed the Library's financial success to the diligent oversight provided by the Board, Director and Finance Manager.

The 2015-2016 fiscal year audit was accepted.

Public Comment

Jim Endies thanked the Library and the Friends of the Library for their assistance with the Sylvan Lake Little Library that has been established at the Ferndale Beach.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 14, 2016 MEETING.

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

MOTION CARRIED.

Financial Report

The September 2016 financial statements and the investment report for the 2015-2016 fiscal year were accepted.

Director's Report

Director Bohrer reported on the following:

- An update on the current capital improvement projects at both facilities. The exterior and interior demolition at the Main Library began on October 3, 2016. A project schedule was shared which indicates all work will be completed by December 4, 2016.
- David Maraniss, author of *Once a Great City*, has been selected to be the 2017 *Everyone's Reading* featured author.
- The Township has decided to extend the current snow removal contract for another year. The Library continues to participate in the contract.
- Department quarterly reports for the period of July-September 2016.
- The 2016 Summer Reading/ Learning Challenge was successful with evaluation results indicating 90% of parents felt their child maintained or increased their reading skills as a result of participation.
- The endowment solicitation which includes letters from the Director and the President of the Friends of the Library will be mailed out in mid-October 2016.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$174,148.66 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 14, 2016 IN THE AMOUNT OF \$150,663.20.

Moved: Osthau
Second: Kravetz
Ayes: Osthau, Kravetz, Eickemeyer, Macon, Meyer
Nays: None

MOTION CARRIED.

Award Bid for Carpet Cleaning Services

The Board reviewed the staff report outlining the bids received prepared by the branch managers. Notice of the bid was placed in the Oakland Press and bid packets were mailed to ten companies. Staff recommended awarding the bid to Dalton Commercial Clearing, the low bidder. Dalton has provided excellent service to the Library since the opening of the expanded facilities over sixteen years ago.

MOTION:

MOVE TO AWARD THE BID FOR CARPETING CLEANING SERVICES AT BOTH FACILITIES FOR THE PERIOD OF NOVEMBER 1, 2016 THROUGH

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**OCTOBER 31, 2017 WITH THE OPTION FOR TWO ONE-YEAR EXTENSIONS
AT AN ANNUAL COST OF \$14,010.**

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

The meeting adjourned at 7:45 p.m.

Carol Kravetz, Secretary