

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**November 9, 2016**

**Present:** Eickemeyer, Holtz, Kravetz, Macon, Meyer, Bohrer  
John Waldrop, TMP Associates  
Carol Foster, West Bloomfield resident

**Absent &  
Excused:** Osthaus

**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 NOVEMBER 9, 2016  
MEETING.**

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

**MOTION CARRIED.**

## **Update on Capital Projects**

John Waldrop from TMP Associates provided an update on the progress of the replacement of boilers at the Main Library, the installation of back-up generators at both facilities and the construction of six new study rooms at the Main Library. The boilers and study rooms are on track with the projected schedule. There is a delay with the back-up generators because DTE wants to install a new transformer. This was not factored into the project and now causes the completion of the back-up generators to be delayed to the end of the year.

There was discussion regarding when the drive-up window can be reopened. Two options exist. The first option is to open once the block/brick and concrete work is completed, since the remaining work can occur with the drive-up open. The second option is to open when all the work is complete, since there may need to be short periodic closings after the block/brick and concrete work.

### **MOTION:**

**MOVE TO REOPEN THE DRIVE-UP WINDOW ON DECEMBER 16, 2016  
ACKNOWLEDGING THERE MAY BE PERIODIC CLOSINGS UNTIL THE  
EXTERIOR PROJECT IS FULLY COMPLETED.**

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

**MOTION CARRIED.**

## **Correspondence**

- A letter was received from Yasuhiko Kado, Mayor of Awaji City, Japan.
- A letter was received from Hiroshi Tani, Director, Awaji City Libraries.

## **Approval of Minutes**

### **MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 13, 2016  
MEETING.**

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

Nays: None  
**MOTION CARRIED.**

## **Financial Report**

The October 2016 financial statements were accepted.

## **Director's Report**

Director Bohrer reported on the following:

- The visit from the delegation from Awaji City, Japan went smoothly. In the area, they spent time at both library facilities, the West Bloomfield Schools, and Henry Ford Hospital—West Bloomfield. They toured Detroit and visited Japanese Consul General Wado at his office in the Renaissance Center. Bohrer distributed copies of the information on Japanese direct investment in Michigan which was prepared by the Consul General's staff. Bohrer thanked the Library Board members who participated in the activities.
- Two individuals were suspended for six-months due to a violation of the Library's Rules of Conduct. Another individual received a warning letter.
- The drainage problem on the Friends of the Library patio at the Main Library has been addressed. A new water heater has been installed at the Westacres Branch and the sump pump has been repaired.

The Director's Report was accepted.

## **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$370,104.09 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 13, 2016 IN THE AMOUNT OF \$157,746.54.**

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

## **Review of FY 2017-2108 Proposed Budget/Set Public Hearing**

The Board reviewed the balanced FY 2017/18 proposed budget which was submitted by the Director and the Budget Committee, which is similar to the current fiscal year in terms of revenue and expense.

- Overall, revenue will decrease by \$9,394 over the current amended fiscal year budget. The reduction is due primarily to lower income from fines and fees, since users are taking advantage of online renewal to avoid late fees. State aid is projected at a rate of \$.599 per capita, similar to the current amended fiscal year. Penal fines are projected at a rate of \$1.67 per capita. A \$5,000 donation is included from the Friends of the Library in support of the materials budget.
- Overall, personnel expense (wages and benefits) is projected to increase by \$78,823 over the current year's amended budget. Employees will be eligible for a step increase based on performance. The new minimum wage of \$9.25 will be used for appropriate wage classifications within the salary schedule. The budget reflects compliance with PA 152 for current employees with the selection of 80/20 health care option. The employer contribution to the defined contribution benefit plan remains at 9%.
- The materials budget accounts for 26% of the operating budget with an overall increase this year of \$20,053. Department managers have allotted funds across the various accounts of the materials budget to address demand and usage patterns, including the need for both legacy and newer formats.
- A transfer has been made into the Capital Improvement and Automation Development Fund.

### **MOTION:**

**MOVE TO SET A PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2017-2018 BUDGET AT THE WEDNESDAY, DECEMBER 14, 2016 BOARD MEETING.**

Moved: Holtz

Second: Eickemeyer

Ayes: Holtz, Eickemeyer, Kravetz, Macon, Meyer

Nays: None

**MOTION CARRIED.**

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

The Board reviewed the bids received and the staff recommendation of Your Way Property Services, the low bid vendor.

### **MOTION:**

**MOVE TO AWARD THE BID FOR GROUNDS MAINTENANCE SERVICES AT BOTH FACILITIES FOR THE PERIOD OF APRIL 1, 2017 THROUGH NOVEMBER 30, 2017 TO LOW BID VENDOR, YOUR WAY PROPERTY SERVICES, AT AN ANNUAL COST OF \$24,155 WITH A ONE YEAR OPTION TO RENEW.**

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

The meeting was adjourned at 7:45 p.m.

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Carol Kravetz, Secretary