

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
December 14, 2016**

Present: Eickemeyer, Foster, Kravetz, Macon, Meyer, Bohrer

**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 DECEMBER 14, 2016
MEETING WITH THE ADDITION OF RESOLUTION HONORING WENDY
OSTHAUS UNDER NEW BUSINESS.**

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

Election of Officers

The following slate was put forward, with approval of all nominees, for a term of December 2016 through November 2018:

Carol Kravetz, President
Judy Holtz, Vice-President
Carol Foster, Secretary
Ken Macon, Treasurer
Kari Eickemeyer, Deputy Secretary/Treasurer

MOTION:

**MOVE TO ELECT THE SLATE OF OFFICERS FOR THE TERM OF
DECEMBER 2016 THROUGH NOVEMBER 2018.**

Board Meeting Minutes
December 14, 2016

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

Public Hearing on 2017/18 Fiscal Year Budget

President Kravetz opened the public hearing on the 17/18 fiscal year budget. Since no one was present to comment, President Kravetz closed the public hearing.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 9, 2016 MEETING.

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

Financial Report

The November 2016 financial statements were accepted.

Director's Report

Director Bohrer reported on the following:

- The changeover to the new back-up generator/transformer at the Main Library will occur on December 19, 2016. The changeover requires that the Main Library be closed on that day. Work on the study rooms continues to progress. The replacement of the boilers at the Main Library has been completed.
- Staff in-service day was held on November 12, 2016 featuring topics on collection development, public service, marketing and working with users with special needs.
- Support services staff has devised a way to standardize and streamline the checkout of MeLCat interlibrary loan materials, so we will again be allowing them to be held at the drive-up window for pick up and check out beginning December 16, 2016.

- The Library held a Family STEAM event on November 18, 2016 and participated in the Walled Lake Parenting Fair held this year at West Bloomfield High School on November 12, 2016.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$365,902.15 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 9, 2016 IN THE AMOUNT OF \$146,382.95.

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

MOTION CARRIED.

Approval of 17/18 Fiscal Year Budget

It was noted that the budget has been reviewed by the budget committee and full board and a public hearing was held.

MOTION:

MOVE TO APPROVE THE 2017-2018 FISCAL YEAR BUDGET.

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

MOTION CARRIED.

Approval of Bid Specifications for Wood Soffits/Fascia Cleaning and Repair—Main Library

The bid specifications prepared by staff were reviewed by the Board. The specifications were slightly altered from the original version that was prepared earlier in the year.

MOTION:

MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR WOOD SOFFIT/FASCIA CLEANING AND REPAIR AT THE MAIN LIBRARY.

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

Approval of Revisions to Password Security Policy

The revisions are a result of reviewing equipment, networks and procedures in order to meet PCI compliance.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE PASSWORD SECURITY POLICY.

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

Resolution Honoring Wendy Osthaus

MOTION:

MOVE THE FOLLOWING RESOLUTION HONORING WENDY OSTHAUS FOR HER OUTSTANDING COMMITMENT AND CONTRIBUTIONS TO THE LIBRARY:

**WHEREAS, WENDY OSTHAUS IS A STAUNCH SUPPORTER OF LITERACY, LEARNING AND THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY, AND
WHEREAS, WENDY SERVED THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FOR 16 YEARS WITH DEDICATION AND DISTINCTION HOLDING MANY OFFICES, INCLUDING THE PAST SIX YEARS AS TREASURER, AND
WHEREAS, SHE PLAYED A KEY ROLE AND PROVIDED INVALUABLE SUPPORT DURING BOTH THE 1997 AND 20110 LIBRARY REFERENDUM CAMPAIGNS, WHICH HELPED ASSURE THEIR SUCCESSFUL OUTCOMES, AND
WHEREAS, WENDY'S COMMITMENT TO BEING A RESPONSIBLE STEWARD OF THE PUBLIC TRUST AND RESOURCES HELPED ASSURE THE LIBRARY'S ONGOING FINANCIAL HEALTH AND VIABILITY, AND**

WHEREAS, HER UNDERSTANDING OF THE ROLE OF PUBLIC LIBRARIES AND INTEREST IN MAINTAINING HIGH STANDARDS HELPED SET THE DIRECTION FOR LIBRARY SERVICE IN WEST BLOOMFIELD RESULTING IN THE LIBRARY BEING AWARDED THE NATIONAL MEDAL, THE NATION'S HIGHEST HONOR FOR LIBRARIES, AND WHEREAS, WENDY'S STRONG ADVOCACY FOR THE WESTACRES BRANCH HAS BENEFITED THE LIBRARY AND COMMUNITY MEMBERS OF ALL AGES IN THE NORTHERN END OF THE TOWNSHIP, AND WHEREAS, WENDY WAS AN ADVOCATE FOR THE LIBRARY EVEN BEFORE SERVING ON THE LIBRARY BOARD OF TRUSTEES THROUGH HER LEADERSHIP IN THE FRIENDS OF THE LIBRARY AND CONTRIBUTIONS OF TIME AND ENERGY TO FRIENDS' ACTIVITIES, NOW BE IT RESOLVED, IN RECOGNITION OF HER YEARS OF SERVICE AND LASTING IMPACT, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY COMMENDS WENDY OSTHAUS FOR HER INVALUABLE DEDICATION AND SERVICE TO THE LIBRARY AND THE GREATER WEST BLOOMFIELD COMMUNITY.

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

Trustee Meyer also suggested that a plaque be put up in the Library similar to previous practice.

The meeting was adjourned at 7:48 p.m.

Carol Foster, Secretary