

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting of
July 12, 2017

Present: Foster, Holtz, Kravetz, Meyer, Bohrer

**Absent &
Excused:** Eickemeyer, Macon

Call to Order

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

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE JULY 12, 2017 MEETING.

Moved: Holtz
Second: Foster
Ayes: Holtz, Foster, Kravetz, Meyer
Nays: None

MOTION CARRIED.

Correspondence

- A letter of thank you was sent to James Smith for donating a *Grow Up Reading*[™] banner.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JUNE 14, 2017 MEETING.

Moved: Foster
Second: Meyer
Ayes: Foster, Meyer, Kravetz
Nays: None
Abstain: Holtz
MOTION CARRIED.

Financial Report

The June 2017 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- Now that the capital projects are complete, security cameras will be added to the new study rooms at the Main Library, as well as an exterior camera which will cover the east side of the transfer switch equipment and receiving room door.
- The furniture for the young adult room at the Main Library will arrive this month. Some of the existing furniture is being reupholstered. A few pieces of furniture have been moved to the youth services area for use in the newly created "STEAM activities area." The room will hold 15 additional seats and 2 additional computer workstations.
- Department quarterly reports for the period of April – June 2017.
- The itinerary for the youth delegation visit from Awaji City, Japan is confirmed for July 26-27, 2017.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$356,661.45 AND RATIFY EXPENSES PAID SINCE JUNE 14, 2017 IN THE AMOUNT OF \$80,525.80.

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

Award Bid for Furniture Cleaning Services

The Board reviewed the staff report prepared by the branch managers regarding furniture cleaning services at both facilities. Notice of bid was placed in the *Oakland Press* on June 18, 2017. Bid packets were mailed to ten companies on the Library's bid list with follow-up calls conducted. Staff recommended awarding the bid to Dalton Commercial Cleaning Services. Library furniture is cleaned three times per year.

MOTION:

MOVE TO AWARD THE BID FOR FURNITURE CLEANING SERVICES AT BOTH FACILITIES TO DALTON COMMERCIAL CLEANING SERVICES FOR THE PERIOD OF AUGUST 1, 2017 THROUGH JULY 31, 2018 WITH A ONE-YEAR OPTION TO RENEW AT AN ANNUAL COST OF \$5,814.00.

Moved: Holtz
Second: Foster
Ayes: Holtz, Foster, Kravetz, Meyer
Nays: None

MOTION CARRIED.

Award Bid for HVAC Preventative Maintenance at Both Facilities

The Board reviewed information prepared by staff on the HVAC mechanicals preventative maintenance bids. The bid was advertised in the *Oakland Press* on May 14, 2017 and on the Builder's Exchange. In addition, the bid packet was sent to eleven companies on the Library's bid list with follow-up calls conducted. Staff recommend awarding the bid to L. J. Rolls Refrigeration, a company that has provided good service for the past four years.

MOTION:

MOVE TO AWARD THE BID FOR HVAC MECHANICALS PREVENTATIVE MAINTENANCE FOR BOTH FACILITIES TO L. J. ROLLS REFRIGERATION FOR THE PERIOD OF AUGUST 1, 2017 THROUGH JULY 31, 2018 WITH A ONE-YEAR OPTION TO RENEW AT AN ANNUAL COST OF \$10,644.00.

Moved: Holtz
Second: Foster
Ayes: Holtz, Foster, Kravetz, Meyer
Nays: None

MOTION CARRIED.

Award Bid for Replacement of Compressor for Chiller System at the Main Library

The Board reviewed the report from staff, which recommends the compressor replacement bid be awarded to L. J. Rolls Refrigeration, the low bidder. The bid was advertised in the *Oakland Press* on June 25, 2017 and through the Builder's Exchange and Construction Journal listing services. Bids packets were also mailed to twelve companies on the Library's bid list with follow-up calls conducted.

MOTION:

MOVE TO AWARD THE BID FOR REPLACEMENT/INSTALLATION OF A COMPRESSOR FOR THE CHILLER SYSTEM AT THE MAIN LIBRARY TO LOW BIDDER, L. J. ROLLS REFRIGERATION, AT A COST OF \$24,311.93.

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

Removal of Wells Fargo as Trustee of Library's Defined Contribution Plan

MOTION:

BE IT RESOLVED, THAT EFFECTIVE AS OF THE CLOSE OF BUSINESS ON OCTOBER 4, 2017, WELLS FARGO BANK, N. A. IS REMOVED AS TRUSTEE FOR THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY EMPLOYEES 414H DEFINED CONTRIBUTION BENEFIT PLAN; AND BE IT FURTHER

RESOLVED, THAT EFFECTIVE AS OF THE OPENING OF BUSINESS ON OCTOBER 5, 2017, GREAT-WEST TRUST COMPANY IS HEREBY APPOINTED AS CUSTODIAN FOR THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY EMPLOYEES 414H DEFINED CONTRIBUTION BENEFIT PLAN; AND BE IT FURTHER

RESOLVED, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES AND LIBRARY DIRECTOR ARE AFFIRMED AS MEMBERS OF THE ADMINISTRATIVE COMMITTEE AS PROVIDED FOR UNDER THE PLAN; AND BE IT FURTHER

RESOLVED, THAT PRESIDENT CAROL KRAVETZ, VICE-PRESIDENT JUDITH HOLTZ, TREASURER KEN MACON OR DIRECTOR CLARA BOHRER OF THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ARE HEREBY AUTHORIZED

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TO EXECUTE ANY DOCUMENTS NECESSARY AND TO MAKE SUCH CHANGES THEREIN AS MAY BE REQUIRED OR WHICH THEY MAY DEEM APPROPRIATE, AND TO TAKE ANY OTHER ACTIONS WHICH THEY DEEM NECESSARY OR DESIRABLE OR PROPER TO CARRY OUT THE INTENT OF THE FOREGOING RESOLUTIONS.

Moved: Foster
Second: Holtz
Ayes: Foster, Holtz, Kravetz, Meyer
Nays: None

MOTION CARRIED.

The meeting was adjourned at 7:28 p.m.

Carol Foster, Secretary