

**Minutes  
For the West Bloomfield Township Public Library  
Board of Trustees Meeting of  
August 9, 2017**

**Present:** Foster, Holtz, Kravetz, Macon, Meyer, Bohrer  
Justin Kolbow, Plante & Moran

**Absent &  
Excused:** Eickemeyer

**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 AUGUST 9, 2017 MEETING WITH THE ADDITION OF REQUEST FROM FRIENDS OF THE LIBRARY TO HOLD A MEMBERSHIP EVENT UNDER NEW BUSINESS.**

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

**MOTION CARRIED.**

**Presentation on the 2016-2017 Fiscal Year Audit**

Justin Kolbow, Audit Manager at Plante & Moran, presented the findings of the Library's 2016-2017 fiscal year audit. He reviewed general fund revenues, expenditures and transfer to other funds (endowment, accrued employee benefits, and capital improvement/automation development fund) through a series of graphs. The majority of revenue continues to come from property taxes, which increased by only 1.6% during

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the fiscal year or \$74,000. General fund expenditures remained consistent with last fiscal year. There was capital investment during the year with additional general fund dollars put into the materials collection, as well as the addition of six study rooms, a new boiler and back-up generators at both facilities funded by the capital improvement/automation development fund.

The Library received an unmodified opinion, the highest that can be given, with no deficiencies or material weaknesses in financial controls. Mr. Kolbow reported that the Library's finances were in good order due to ongoing diligence on the part of the Library Board, Director and Finance Manager.

The 2016-2017 fiscal year audit was accepted.

### **Correspondence**

- A letter was sent to Japanese Consul General Mitsuhiro Wada thanking him for receiving the 2017 Japanese youth delegation visiting the West Bloomfield Township Public Library.
- A letter was received from Hiroshi Tani, Director of the Awaji City Libraries, expressing gratitude for our sister library relationship and for welcoming the 2017 youth delegation.

### **Approval of Minutes**

#### **MOVE TO APPROVE THE MINUTES FOR THE JULY 12, 2017 MEETING.**

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

**MOTION CARRIED.**

### **Financial Reports**

The July 2017 financial statements were received.

The 2016-2017 fiscal year report on investments was received.

### **Director's Report**

Director Bohrer reported on the following:

- Due to a staff member's move out-of-state, positions within the administrative team were reviewed and staffing changes/re-assignments were made.

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- The furniture for the young adult room has been received. All tables have been wired to electrical box outlets in the floor, similar to the rest of the Library. It is now time to improve lighting levels, which is the last step in the remodel of the young adult room.
- The Daniel Silva program held on July 13, 2017 was a huge sell-out success with over 600 people in attendance at the Berman Theater at the Jewish Community Center.
- The Sister Library youth delegation visited our Library on July 26-27, 2017. The delegation participated in activities in West Bloomfield and Detroit.
- The new compressor at the Main Library has been successfully installed and the temperature control is back to normal.
- Due to the diligent efforts of the maintenance staff and use of a successful deer repellent, the flowers at the front of the Main Library and the terraces were not deer food this year.
- All the new security cameras at the Main Library have been successfully installed. The glass boards in the study rooms will be available for use when school starts, as will the wall monitors.
- Department staff have finalized outreach plans for adult, young adult and youth services for FY 17/18. Additional opportunities that may arise will be taken advantage of throughout the year as appropriate and capacity allows.

Director Bohrer provided a memo from Branch Manager Mary Killian on the Township's Food Truck Tuesdays initiative. Ms. Killian attended an initial exploratory meeting at which the initiative was discussed and fleshed out. After discussion, the Board directed Bohrer to convey the following to the planning committee:

- The Library will not financially support this initiative.
- The Library will not be responsible for any clean up required because of the initiative.
- The Library will not waver from its no consumption of food in the Library except in the designated area (casual study room), which is part of the Library's Rules of Conduct.

The Director's Report was received.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$358,944.67 AND RATIFY EXPENSES PAID SINCE JULY 12, 2017 IN THE AMOUNT OF \$81,343.93.**

Moved: Macon  
Second: Holtz

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Ayes: Macon, Holtz, Foster, Kravetz, Meyer  
Nays: None  
**MOTION CARRIED.**

### **Award Bid for Window Washing Services**

The Board reviewed the staff report and recommendation on window washing services at both facilities. The bid was advertised in the *Oakland Press* and mailed to all companies on the Library's bid list. Windows are cleaned four times a year at the Main Library and three times a year at the Westacres Branch.

**MOTION:**

**MOVE TO AWARD THE BID FOR WINDOW WASHING SERVICES AT BOTH FACILITIES TO MULVILLE & SONS FOR ONE YEAR AT AN ANNUAL COST OF \$6,950.00 WITH A ONE-YEAR OPTION TO RENEW.**

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

### **Approval of Mid-Year Budget Adjustments**

Director Bohrer presented the mid-year budget adjustments. Overall, revenue is being increased by \$13,300 primarily due to an increase in penal fines with a corresponding increase in expenditures of the same amount.

**MOTION:**

**MOVE TO APPROVE THE MID-YEAR ADJUSTMENTS TO THE 2017-2018 BUDGET.**

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

### **Set 2017 Millage Levy**

**MOTION:**

**MOVE TO APPROVE THE TAX LEVY RESOLUTION AS PRESENTED WHICH SETS THE COLLECTION OF THE 2017 TAX LEVY AT 1.7 MIL, SUBJECT TO THE HEADLEE ROLLBACK.**

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

The Board directed Bohrer to provide the resolution to the Township Supervisor.

**Request from Friends of Library—Use of Meeting Room for a Membership Event**

Director Bohrer reviewed the request from the Friends of the Library to hold a membership event (Friends Game Day) at the Main Library on October 22, 2017 from 1-4 p.m. The event would charge non-members \$15.00 at the door, which would also provide them with a one-year membership in the Friends. Since library policy dictates no charge for programs/events except by the Friends of the Library for membership/fundraising activities with Board approval, the request is brought before the Board.

**MOTION:**

**MOVE TO PERMIT THE FRIENDS OF THE LIBRARY TO HOLD A MEMBERSHIP EVENT AT THE MAIN LIBRARY ON OCTOBER 22, 2017 AS REQUESTED.**

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

The meeting was adjourned at 7:50 p.m.

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Carol Foster, Secretary