

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting of
November 8, 2017**

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

**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 NOVEMBER 8, 2017
MEETING.**

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

MOTION CARRIED.

Correspondence

A letter was received from Representative Klint Kesto commending the Library on the science and technology focused educational programs offered.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 11, 2017 MEETING.

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

Financial Report

The October 2017 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- Staff in-service day is being held on November 10, 2017 with Ken Wolf keynoting on conflict diffusion and problem behavior.
- The IT Department plans to complete the following strategic plan initiatives on/by in-service day:
 - Update public workstations in both facilities to Windows 10 and Office 2016
 - Update the Adobe software suite to the latest version in both facilities
 - Implement the new printing/copying system, which provides users the ability to pay by debit/credit cards, Apple Pay, Android Pay and Google Pay
 - Redesign the initial screen of the online public access catalog
 - Implement a system for library users to alert staff of a question or computer issue from the workstation
- Provided an update on the Friends of the Library activities, including the purchase of another exterior donation bin at the Main Library to accommodate demand.
- Shared samples of sculptures featuring youth reading, which will eventually be shared with the Friends of the Library for possible purchase for the Westacres Branch.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$164,729.31 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 11, 2017 IN THE AMOUNT OF \$161,390.13.

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

Approval of Bid Specifications for Janitorial Services

Director Bohrer reported on the bid specifications, which reflect an increase from six to seven nights of cleaning at the Main Library due to heavy usage. The specifications also reflect the current five nights of cleaning with an alternate quote for six nights at the Westacres Branch. The addition of programming at the Branch, due to community demand, may require an extra night of cleaning.

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS FOR JANITORIAL SERVICE AT BOTH FACILITIES.

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

The meeting was adjourned at 7:23 p.m.

Carol Foster, Secretary