

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
May 9, 2018

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

Absent: None

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 MAY 9, 2018 MEETING.

Moved: Holtz

Second: Meyer

Ayes: Holtz, Meyer, Eickemeyer, Foster, Kravetz, Macon

Nays: None

MOTION CARRIED.

Correspondence

- A letter was received from U.S. Senator Debbie Stabenow regarding her support of the Museum and Library Services Act of 2017.
- A letter was received from Barbara Macikas inviting Director Bohrer to represent the Public Library Association (PLA) at the South Pacific Libraries Summit and Advocacy Day Conference in Pacific Harbor, Fiji at PLA's expense.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE APRIL 11, 2018 MEETING.

Board Meeting Minutes
May 9, 2018

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

Financial Reports

The March and April 2018 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The Friends of the Library donated \$100,000 to the Library's endowment fund in memory of Alice Matonic.
- A warning letter was sent to a parent of children who were left unattended at the Main Library for an extended period of time on April 17, 2018, which is a violation of the supervision of children policy.
- The materials collection inventory and other year-end statistics that highlight usage patterns.
- Starting with April 2018, the monthly statistics are being reported in a more infographic style.
- The adult services department will be adding a book discussion series starting in the fall which will not have a scheduling conflict with the Friends of the Library's series.
- The materials distributed at the American Library Association Legislative Day included current library issues and information on how to maximize your impact on congressional decision-making.
- The annual audit is scheduled from May 21-24, 2018.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$322,981.42 AND RATIFY EXPENSES INCURRED SINCE APRIL 11, 2018 IN THE AMOUNT OF \$159,384.73.

Moved: Macon

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

Approval of FY 18/19 Strategic Plan Initiatives

Director reviewed some of the highlights of the initiatives for the year, which include the development of a teen area at the Westacres Branch, improvement of the lighting in the teen room at the Main Library, installation of updated presentation software in all meeting/programming spaces at both facilities for staff and public use, a redesign of the Library's website and its sub-sites, increased programming at the Westacres Branch and the introduction of take-home reading kits in support of language art skills.

MOTION:

MOVE TO APPROVE THE STRATEGIC PLAN INITIATIVES FOR THE 18/19 FISCAL YEAR.

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

Approval of Revisions to Rules of Conduct/Supervision of Children Policy

There was discussion about the revisions to the Rules of Conduct and the Supervision of Children Policy. Director Bohrer indicated that all revisions are based on behavioral issues that continue to exist and are not addressed in the rules.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE RULES OF CONDUCT WITH THE ADDITION OF A REFERENCE TO THE TO GROUP STUDY ROOM USAGE POLICY.

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

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE SUPERVISION OF CHILDREN POLICY.

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

MOTION CARRIED.

Approval of Revisions to Tutorial Room/Group Study Room Usage

Director Bohrer presented revisions to the existing policy, as well as usage guidelines that can be distributed and placed in each room. The Board discussed the revisions and agreed that a set of usage guidelines was very useful.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE EXISTING TUTORIAL ROOM/GROUP STUDY ROOM USAGE POLICY AND THE ADDITION OF USAGE GUIDELINES.

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

MOTION CARRIED.

Board Comments

President Kravetz provided some preliminary information on a request coming from the Friends of the Library to hold a book swap in the youth services room at the Main Library.

The meeting was adjourned at 7:40 p.m.

Carol Foster, Secretary