

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
August 8, 2018

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

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 AUGUST 8, 2018 MEETING.

Moved: Holtz

Second: Foster

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

Nays: None

MOTION CARRIED.

Correspondence

- Correspondence was received from Hiroshi Tani, Director of Awaji City Libraries, expressing gratitude for welcoming the 2018 teen delegation from Awaji City, Japan.

- Correspondence was received from Hiroshi Tani, Director of Awaji City Libraries, sharing photographs of the Higashiura-Awaji City Library.

Presentation of the 2017-2018 Fiscal Year Audit

Justin Kolbow, Audit Manager at Plante & Moran, presented the findings of the Library's 2017-2018 fiscal year audit. The Library received an unmodified opinion, the highest that can be given, with no deficiencies or material weaknesses in financial controls and no corrected or uncorrected misstatements. Mr. Kolbow reported the Library's finances are in good order due to the diligence of the Library Board, Director and Finance Manager. In particular, Mr. Kolbow pointed out that the Library has no unfunded liabilities, which includes the fully-funded health retirement benefit.

Mr. Kolbow reviewed general fund revenues and expenditures and transfers to other funds (endowment fund and capital improvement/automation development fund). The majority of the Library's revenue continues to come from property taxes, which increased by 1.3% over last fiscal year.

The 2017-2018 fiscal year audit was accepted.

Approval of Minutes

MOTION:

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

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

MOTION CARRIED.

Financial Reports

The July 2018 financial statements were received.

The 2017-2018 Fiscal Year Investment Report was received.

Director's Report

Director Bohrer reported on the following:

- The fiber between the two facilities was repaired on July 20, 2018.
- The issue with the foundation leak at the back of the Main Library building has been identified and will be addressed during the week of August 20, 2018.
- The Sister Library delegation went off like clockwork with no problems or issues. Library staff did a great job of planning for the visit.
- Outreach plans for the adult, youth and young adult departments for 2018-2019 year were shared.
- Representatives from Plante & Moran Financial Services will be at the next Board meeting to go over the defined contribution and 457 plans.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$298,116.64 AND RATIFY EXPENSES INCURRED SINCE JULY 11, 2018 IN THE AMOUNT OF \$77,833.78.

Moved: Macon

Second: Holtz

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

Nays: None

MOTION CARRIED.

Approval of Mid-Year Budget Adjustments

Director Bohrer presented the mid-year budget adjustments. Overall, the revenue increased by \$261,144 primarily due to the endowment donations, property tax and penal fines. The endowment donations of \$156,144 were transferred into the endowment fund. The remaining revenue increase of \$105,000 was used to offset the increase of expenses under personnel services, repairs and maintenance and capital outlay for the materials collection.

MOTION:

MOVE TO APPROVE THE MID-YEAR ADJUSTMENTS TO THE 2018-2019 BUDGET.

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

Set 2018 Millage Levy

MOTION:

**MOVE TO APPROVE THE TAX LEVY RESOLUTION AS PRESENTED,
WHICH SETS THE COLLECTION OF THE 2018 TAXES AT 1.7 MIL SUBJECT
TO THE HEADLEE ROLLBACK.**

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

The Board directed Bohrer to give the resolution to the Township Supervisor. It was noted that an approved L-4029 for the same levy amount was already provided to the Township at their request.

Approval of Bid Specifications for OPAC and Self-Checkout Computers at Both Facilities

Bohrer reported that replacement of the existing OPAC and self-checkout computers are part of the Board-approved Information Technology Replacement Plan.

MOTION:

MOVE TO APPROVE AND ADVERTISE THE BID FOR OPAC AND SELF-CHECKOUT COMPUTERS AT BOTH FACILITIES.

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

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Board Comments

Secretary Foster reported on her experiences with the youth delegation visit from Awaji City, Japan.

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

Carol Foster, Secretary