

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
September 12, 2018**

Present: Foster, Holtz, Kravetz, Macon, Meyer, Bohrer
Steven Gibson—Plante & Moran Financial Advisors

**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 SEPTEMBER 12, 2018
MEETING.**

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

MOTION CARRIED.

Presentation on the Defined Contribution and 457 Plans

Steven Gibson from Plante & Moran Financial Advisors provided for signature the previously approved investment policy statement. The policy statement incorporates the 457 plan.

Mr. Gibson also provided a revised advisory agreement between the Library and Plante & Moran Financial Services that combines the defined contribution plan and the 457 plan on a flat fee basis rather than the current asset based model, thus reducing the Library's cost.

MOTION:

**MOVE TO APPROVE THE REVISED ADVISORY AGREEMENT WITH
PLANTE & MORAN FINANCIAL ADVISORS.**

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

Mr. Gibson also provided current fund information. There were no suggested changes at this time. The formal annual review will be held in March 2019.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE AUGUST 8, 2018 MEETING.

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

Financial Reports

The August 2018 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The final installment (\$38,775.06) of the estate of Alice Matonic has been received and deposited into the Endowment Fund as the Board previously directed.
- The Alice Matonic dedication ceremony will be held on Sunday, October 7, 2018 at 3 p.m. at the Westacres Branch.
- An individual was suspended for one year for theft of library property, which is a violation of the Library's Rules of Conduct. A detective with the West Bloomfield Township Police Department retrieved the stolen property.

- The electrical wiring has been repaired in the Main Library information commons and the exterior work on the backside of the commons should begin the week of September 10, 2018.
- Bohrer has been invited to participate in a meeting at the Bill and Melinda Gates Foundation in Seattle on November 19-20, 2018 concerning the Public Library Association's Legacy Grant. Expenses are covered by the Public Library Association.
- A FAQ on the Board's policy regarding Commercial/For-Profit/Fundraising Use of Library Facilities has been updated for distribution when issues arise.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$219,524.43 AND RATIFY EXPENSES INCURRED SINCE AUGUST 8, 2018 IN THE AMOUNT OF \$151,792.06.

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

MOTION CARRIED.

Approval of Circulation Policy Revision—Overdue, Bill for Replacement and Damage of Materials Charges

Since the Library doesn't maintain a large amount of cash in registers, the Coordinator of Support Services is requesting a change to the policy requiring large refund requests to be paid through a check process.

MOTION:

MOVE TO APPROVE THE REVISION TO THE CIRCULATION POLICY REGARDING OVERDUE, BILL FOR REPLACEMENT AND DAMAGE OF MATERIALS CHARGES.

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

MOTION CARRIED.

Approval of Revisions to Endowment Fund Policy

Director Bohrer reviewed the revisions to the Endowment Fund Policy. The revisions were not major nor did they change the essence/operation of the endowment fund. In addition, the policy was reformatted to make it easier to read.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE ENDOWMENT FUND POLICY.

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

MOTION CARRIED.

Director Bohrer reported that the current endowment fund promotional booklet is low in quantity. The information and pictures will be updated and a downsized color tri-fold will be developed along with donation envelopes.

Approval of Revisions to Financial Guidelines/Strategies Policy

Director Bohrer reported that the suggested revisions bring the document up-to-date rather than change the course of the Library's successful financial strategies. The Board discussed the strategies and determined they were still relevant and responsible for the Library's strong financial condition. It was suggested that the Library should request a donation to the Endowment Fund from the Friends of the Library on a periodic rather than annual basis, since they are presented with a wish list of items each year to fund.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE FINANCIAL GUIDELINES/STRATEGIES POLICY AS AMENDED.

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

MOTION CARRIED.

Approval of 2019 Holiday Closing Dates

MOTION:

MOVE TO APPROVE THE 2019 HOLIDAY CLOSINGS SCHEDULE.

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

MOTION CARRIED.

Approval of 2019 Board Meeting Dates

MOTION:

MOVE TO APPROVE THE 2019 LIBRARY BOARD MEETING DATES.

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

MOTION CARRIED.

Approval of Updated Computer/IT Replacement Schedule

Director Bohrer reported that the replacement plan, which is developed by the Coordinator of Information Technology, is now over three years old and required updating to reflect current costs and additional equipment.

MOTION:

MOVE TO APPROVE THE UPDATED COMPUTER/IT REPLACEMENT SCHEDULE.

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

MOTION CARRIED.

Award Bid for OPAC/Self-Checkout Computer Workstations for Both Facilities

A request for bid was issued on August 15, 2018. The bid packet was emailed to 14 companies on the Library's vendor list, as well as advertised in the Oakland Press. Three bids were received. The IT staff recommend awarding the bid to the low bid vendor who met all bid specifications.

MOTION:

MOVE TO AWARD THE BID FOR 45 COMPUTER WORKSTATIONS WITH 5-YEAR WARRANTY COVERAGE ALONG WITH 38 KEYBOARDS TO HI-TECH SYSTEMS, THE LOW BID, AT A COST OF \$38,696.39.

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

MOTION CARRIED.

The meeting was adjourned at 7:55 p.m.

Carol Foster, Secretary