

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**November 14, 2018**

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

**Absent &  
Excused:** Meyer

**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 14, 2018  
MEETING.**

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

**Correspondence**

- Received correspondence from Mitsuhiro Wada, the Consul General of Japan in Detroit, informing the Library that he has received a new appointment and will be leaving the area in mid-November 2018. His replacement will be Mr. Tsutomu Nakagawa.
- Received correspondence from Yasuhiko Kado, the Mayor of Awaji City, Japan, thanking the Library for hosting the youth delegation this past summer.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 10, 2018 MEETING.**

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

**Financial Reports**

The October 2018 financial statements were received.

**Director's Report**

Director Bohrer reported on the following:

- The endowment mailing went out during the week of November 5, 2018. Letters were included from the Library and the Friends of the Library.
- The emergency repair work to address the flooding issue in the information commons has been completed, as well as the Westacres parking lot light damaged by a vendor.
- The 2017-2018 annual report is now available and was included in the endowment mailing.
- An individual's library privileges were suspended for twelve months and six warning letters were issued during the past month to address behavioral incidents which violated the Library's Rules of Conduct.
- A frequency drive for the HVAC system at the Main Library has failed which is requiring an emergency repair.

The Director's Report was received.

**Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$303,464.48 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 10, 2018 IN THE AMOUNT OF \$167,281.74.**

Moved: Macon

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

### **Approval of Bid Specifications for Improved Lighting in the Teen Room at the Main Library**

Bohrer reviewed the bid specifications that were put together by ETS Engineering, Inc. The specifications outline improvement to the lighting in the teen room which is needed as a result of additional furniture and computer workstations recently placed in the room to accommodate user demand. Existing lighting doesn't line up with the new furniture layout and the overall lighting level is too low. The specifications reflect the use of existing wiring and controls and the use of LED lights. Payment for the lighting project will come from the Capital Improvement and Automation Development Fund.

**MOTION:**

**MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR IMPROVED LIGHTING IN THE TEEN ROOM AT THE MAIN LIBRARY.**

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

### **Election of Officers**

By acclamation, the following slate of officers was elected for the period of December 2018 through November 2020:

President	Judy Holtz
Vice-President	Carol Foster
Secretary	Carol Kravetz
Treasurer	Ken Macon
Asst. Sec./Treas.	Kari Eickemeyer

The meeting was adjourned at 7:30 p.m.

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Carol Foster, Secretary