

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
February 13, 2019

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

Absent &
Excused: Eickemeyer

Call to Order

Vice-President Kravetz called the meeting to order at 7:00 p.m. in the absence of President Holtz. President Holtz arrived and presided over the meeting at 7:02 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE FEBRUARY 13, 2019 MEETING WITH THE ADDITION OF CHANGE IN MAY BOARD MEETING DATE UNDER NEW BUSINESS.

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

Approval of Minutes

MOVE TO APPROVE THE MINUTES FOR THE JANUARY 9, 2019 MEETING.

Moved: Foster
Second: Macon
Ayes: Foster, Macon, Kravetz, Holtz, Meyer

Nays: None
MOTION CARRIED.

Financial Reports

The January 2019 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- A library user hit a parking lot pole and downed it on February 2, 2019 at the Westacres Branch. A claim will be submitted to our insurance company.
- An emergency situation has occurred with the HVAC equipment at the Main Library. One of two heating coils in the air handler is leaking water. The facility will lose heat if the equipment is not fixed immediately. Repair costs will come from the capital improvement and automation development fund
- The fire panel at the Westacres Branch was replaced by Siemens on January 16, 2019. The old panel was no longer supported.
- The library privileges of four individuals were suspended during the month of January due to violations of the Library's Rules of Conduct.
- The Library's *Grow Up Reading*[™] website has been completely rebuilt making it ADA compliant and adaptable to mobile devices.
- The Library closed early at 5:00 p.m. on Monday, January 28, 2019 due to poor weather conditions.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$241,666.15 AND RATIFY EXPENSES INCURRED SINCE JANUARY 9, 2019 IN THE AMOUNT OF \$84,014.44.

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

Approval of Revision to Rules of Conduct

Director Bohrer reported that the revision being suggested incorporates the new Charter Township of West Bloomfield Ordinance No. 283-Smoking in an Educational Facility and Minors in Possession of Tobacco and Vapor Products.

MOTION:

MOVE TO APPROVE THE REVISION TO THE RULES OF CONDUCT WHICH REFLECTS THE NEW ORDINANCE THAT PROHIBITS THE USE OR POSSESSION OF TOBACCO, VAPOR AND ALTERNATIVE NICOTINE DELIVERY PRODUCTS BY MINORS.

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

MOTION CARRIED.

Approval of Revision to Staff Guidelines for Suspension of Library Privileges

Director Bohrer reported that the document under review provides guidelines for staff as they deal with individuals who do not adhere to the Library's Rules of Conduct. The revisions reflect the new minor vaping ordinance and the inclusion of any behaviors on the Rules of Conduct that were not already included. The Board reviewed the categories of behavior for consistency of disciplinary action.

MOVED:

MOVE TO APPROVE THE REVISIONS TO THE STAFF GUIDELINES FOR SUSPENSION OF LIBRARY PRIVILEGES.

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

MOTION CARRIED.

Friends of the Library Pop-Up Book Sale

The Board received a report on the new pop-up book sale that the Friends of the Library would like to hold on March 13-16, 2019 prepared by Wendy Osthaus. The event would be held in the east entrance hallway at the Main Library. The consensus of the Board was to allow two large-scale book sales and one pop-up book sale per year in the Main Library. The first pop-up book sale will serve as a trial to make sure library operations would not be impacted. As a courtesy, the dates of the book sales should be provided to staff well in advance.

Bohrer reported that she has again advised the Friends that they must store all the used materials for sales in their storage room in the basement. Boxes of materials cannot be stored in the basement hallway because of fire restrictions.

Change in May 2019 Board Meeting Date

Director Bohrer reported that the Innovative Interfaces' Director Symposium is in conflict with the May Board meeting date.

MOTION:

**MOVE TO CHANGE THE MAY 8, 2019 BOARD MEETING TO MAY 15, 2019
AT THE SAME LOCATION AND TIME.**

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

MOTION CARRIED.

The meeting was adjourned at 8:55 p.m.

Carol Foster, Secretary