

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
March 20, 2019**

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

Absent: None

Call to Order

President Holtz called the meeting to order at 7:00 p.m.

Approval of Agenda

MOTION:

**MOVE TO APPROVE THE AGENDA FOR THE MARCH 20, 2019 MEETING
WITH THE ADDITION OF APPROVAL OF REVISIONS TO PAID SICK LEAVE
POLICY UNDER NEW BUSINESS.**

Moved: Kravetz

Second: Foster

Ayes: Kravetz, Foster, Holtz, Macon, Meyer

Nays: None

MOTION CARRIED.

Correspondence

- Correspondence was received from Senator Debbie Stabenow regarding the introduction of legislation to save net neutrality.

Update and Review of Defined Contribution and 457 Plans

Steven Gibson from Plante and Moran Financial Advisors presented the following:

- A review of the notes from the previous plan review meeting.
- A review of market conditions and industry trends.
- A review of a milestone timeline.
- An investment performance review for the defined contribution and 457 plans with change recommendations for funds underperforming and for share classes in order to save on participant fees.
- An expense analysis for each plan.
- A review of participant education/communication.

The Board discussed and took action on the following recommendations.

MOTION:

MOVE TO APPROVE THE RECOMMENDATIONS PRESENTED BY PLANTE & MORAN FINANCIAL ADVISORS WHICH INCLUDE:

- **REPLACE INVESCO SMALL CAP VALUE Y WITH AMERICAN BEACON SMALL CAP VALUE A IN THE 457 AND 401A PLANS;**
- **REPLACE VANGUARD 500 INDEX ADMIRAL WITH FIDELITY 500 INDEX IN THE 457 AND 401A PLANS;**
- **REPLACE VANGUARD MID CAP INDEX ADMIRAL WITH FIDELITY MID CAP INDEX IN THE 457 AND 401A PLANS;**
- **CHANGE THE SHARE CLASS FOR METROPOLITAN WEST TOTAL RETURN BOND FROM THE “I” SHARE CLASS TO THE “ADMIN” SHARE CLASS IN THE 457 AND 401A PLANS; AND**
- **CHANGE THE SHARE CLASS FOR THE JPMORGAN TARGET DATE FUNDS FROM THE “R6” SHARE CLASS TO THE “R5” SHARE CLASS IN THE 457 AND 401A PLANS.**

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

MOTION CARRIED.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE FEBRUARY 13, 2019 MEETING.

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

Financial Reports

The February 2019 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- A colorful infographic has been developed which promotes the strategic plan structure for the public and will be included on the website.
- The teen space at the Westacres Branch is now complete and includes comfortable seating, as well as counter-height tables with stools for use as additional study space.
- The 20th anniversary celebration for our Sister Library relationship is scheduled for April 14, 2019 at the Main Library.
- Environmental sensors are being added and integrated into monitoring systems at both facilities.
- Background checks will now be conducted on all new employees.
- An article about the Library's reading program partnerships with the West Bloomfield and Bloomfield Hills School Districts appeared in the winter 2019 issue of *West Bloomfield Today*.
- The West Bloomfield Township Clerk's Office requested to set up a table at the Main Library for voter registration, absentee ballot applications and other information.

Bohrer reported on the recent Friends of the Library Pop-Up Book Sale. It was a successful financial event for them. The sale was located in the east entrance hallway. At peak sale times, it was difficult for library users to walk down the hallway into the Library along with other issues. Since it was the first time, the pop-up sale can be better organized in the future to avoid the identified issues. For future sales, it was the consensus of the Board that the logistics itemized below be followed:

- The sale will be no longer than 4 days.

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- Set-up for the sale will begin the morning of the first day and takedown on the last day.
- Sunday will not be one of the sale days.
- There will be no more than 7 library tables and 1 book truck used for the sale.
- The Library will determine how far away from the security gates the first table/books will be placed.
- Only one single row of books in a low box, making it easy to see the book spines, will be kept under a table at any time.
- Adequate staffing will be scheduled to properly maintain the sale, bring additional books from storage, and actively monitor the area to keep the walkway clear for entrance into the Library.
- There will be no storage of materials in the basement hallway except two weeks just before the sale.

Director Bohrer was asked to relate the logistics information to the Friends of the Library.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$371,984.52 AND RATIFY EXPENSES INCURRED SINCE FEBRUARY 13, 2019 IN THE AMOUNT OF \$181,130.58.

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

MOTION CARRIED.

Approval of FY 18/19 Final Budget Adjustments

MOTION:

MOVE TO APPROVE THE FINAL BUDGET ADJUSTMENTS FOR THE 2018-2019 FISCAL YEAR.

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

Nays: None
MOTION CARRIED.

Approval of Revision to Sick Leave with Pay Policy

Director Bohrer reported that the Library's labor attorney reviewed our current paid sick leave policy in light of the new Michigan Paid Medical Leave Act which goes into effect on March 29, 2019. Just a few changes had to be made to bring the policy into compliance.

MOTION:

MOVE TO APPROVE THE RECOMMENDED REVISIONS TO THE SICK LEAVE WITH PAY PERSONNEL POLICY.

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

The meeting was adjourned at 8:07 p.m.

Carol Foster
Secretary