

**Minutes  
For the West Bloomfield Township Public Library  
Board of Trustees Meeting on  
September 11, 2019**

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

**Absent &  
Excused:** Eickemeyer

**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 SEPTEMBER 11, 2019  
MEETING.**

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

**Correspondence**

- The Library received correspondence from a West Bloomfield resident commenting on the beautiful flower arrangements at the entrance of the Main Library.

**Presentation of FY 2018-2019 Audit**

Justin Kolbow, Plante & Moran, presented the findings of the Library's 2018-2019 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. It was pointed out that *GASB 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, was fully implemented into the financial statements. He also congratulated the Library Board on the full funding of the Library's OPEB benefit.

Mr. Kolbow reviewed general fund revenues and expenditures and transfers to other funds--endowment fund and capital improvement and automation development (CIAD) fund. Property tax remains the most significant revenue source. Expenditures across accounts remain proportionately consistent with the previous two fiscal years.

The 2018-2019 fiscal year audit was accepted.

### **Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE AUGUST 14, 2019 MEETING.**

Moved: Kravetz

Second: Foster

Ayes: Kravetz, Foster, Holtz, Macon, Meyer

Nays: None

**MOTION CARRIED.**

### **Financial Reports**

The August 2019 financial statements were received.

The FY 2018-2019 investment report was received.

### **Director's Report**

Director Bohrer reported on the following:

- Information has been prepared to share with library users about the new practice MacMillan Publishers will begin in November 2019 which severely limits access by libraries to their new eBook titles. Users will be asked to take action against the new practice through a petition drive being spearheaded by the American Library Association and the Public Library Association.

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- Sealcoating of the parking lots at the Main Library was completed over the Labor Day holiday.
- Equipment is on order to allow payment of fines and fees at self-checkout terminals while still maintaining PCI compliance at both facilities.
- The worn/damaged fabric wallpaper in two group study rooms at the Main Library was replaced with easier to clean wallpaper.

The Director's Report was received.

**Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$194,875.40 AND RATIFY EXPENSES INCURRED SINCE AUGUST 14, 2019 IN THE AMOUNT OF \$164,611.77.**

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

**Award Bid for Computers/Scanner for Public Workstations at the Main Library**

The competitive bid proposal for computers/scanners for public workstations at the Main Library was issued on August 16, 2019. The proposal was advertised in the *Oakland Press* and sent to 12 companies on the Library's vendor list. After a review of the proposals received, the Coordinator of Information Technology recommended awarding the bid to CDWG, the low bid vendor.

**MOTION:**

**MOVE TO AWARD THE BID FOR COMPUTERS/SCANNERS FOR THE PUBLIC WORKSTATIONS AT THE MAIN LIBRARY TO LOW BID VENDOR CDWG AT A TOTAL COST OF \$84,480.00.**

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

### **Approval of Revisions to Use of Group Study/Tutorial Rooms Policy**

Director Bohrer presented revisions to the tutorial/group study room usage and guidelines policy which take into account user/staff experiences and interactions since the expansion of room availability. Coordinator of Adult Services Schoenbaechler and Branch Manager Crocker shared experiences which led to the need for revisions to address room security, access and check-out, waitlist, single users and damage to rooms.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS AS PRESENTED WITH THE ADDITION OF ALLOWING A USER TO HAVE ONLY ONE GROUP STUDY/TUTORIAL ROOM CHECKED OUT AT A TIME ON HIS/HER LIBRARY CARD.**

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

### **Approval of 2020 Board Meeting Schedule**

**MOTION:**

**MOVE TO APPROVE THE 2020 LIBRARY BOARD MEETING DATES.**

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

### **Approval of 2020 Holiday Closings Schedule**

**MOTION:**

**MOVE TO APPROVE THE 2020 SCHEDULE OF LIBRARY HOLIDAY CLOSINGS.**

Moved: Kravetz

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

The meeting was adjourned at 8:05 p.m.

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Carol Foster  
Secretary