

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**January 15, 2020**

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

**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 JANUARY 15, 2020 MEETING.**

Moved: Foster

Second: Macon

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

Nays: None

**MOTION CARRIED.**

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE DECEMBER 11, 2019 MEETING.**

Moved: Macon

Second: Meyer

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

Nays: None

**MOTION CARRIED.**

## **Financial Reports**

The December 2019 financial statements were accepted.

## **Director's Report**

Director Bohrer reported that a behavioral incident occurred at the Main Library on December 19, 2019 which required the filing of a police report. The incident is being further investigated before the one-year suspension of library privileges is issued to the individual involved. While reviewing the staff guidelines for suspension of library privileges during discussion, it was suggested that a revision be made to the guidelines.

**MOTION:**

**MOVE TO APPROVE "CRIMINAL BEHAVIOR" BE ADDED TO CATEGORY A BEHAVIOR IN THE STAFF GUIDELINES FOR SUSPENSION OF LIBRARY PRIVILEGES.**

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

**MOTION CARRIED.**

Director Bohrer further reported that the Michigan Library Association (MLA) is developing substitute language to Senate Bill 611 which updates the Library Privacy Act. The MLA Board agreed to support language which clarifies that video surveillance is not considered a library record and can be provided immediately to law enforcement. Bohrer explained the process used internally to review video surveillance which is limited to a few department/branch managers. Once the bill is enacted into law, Director Bohrer will review the current video surveillance policy and bring it to the Board if revisions are necessary.

Director Bohrer also answered questions regarding information in the departmental quarterly reports for the period of October-December 2019.

The Director's Report was accepted.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$217,815.14 AND RATIFY EXPENSES INCURRED SINCE DECEMBER 11, 2019 IN THE AMOUNT OF \$176,064.51.**

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

**MOTION CARRIED.**

## **Award Bid for Janitorial Service for Both Facilities**

The bid proposal for janitorial services was sent to twenty-four companies on the Library's bid list and an advertisement was placed in the *Oakland Press* on November 17, 2019. The proposal was also provided to the bid listing services of the *Builder's Exchange of Michigan*, *Construction Journal* and *The Blue Book*. A mandatory on-site pre-bid meeting was held on Tuesday, December 3, 2019 with nine vendors in attendance. Six bids were received. The low bid vendor did not provide all the required proposal information.

The staff recommended awarding the bid to the next lowest bid vendor, PIC Maintenance, which provided all the required information necessary to analyze the proposal. PIC maintenance is the current vendor and provides very good service. They consistently perform better than any previous janitorial service the Library has hired in the past 20 years. Their supervisor is regularly available by text, email or phone should an issue arise and promptly resolves it.

### **MOTION:**

**MOVE TO AWARD THE BID FOR JANITORIAL SERVICES FOR BOTH FACILITIES TO THE LOWEST QUALIFIED BID VENDOR, P.I.C. MAINTENANCE, AT A COST OF \$85,073.40 FOR A PERIOD OF ONE-YEAR BEGINNING MARCH 1, 2020 THROUGH FEBRUARY 28, 2021 WITH A ONE-YEAR OPTION TO RENEW.**

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

**MOTION CARRIED.**

**Board Comment**

Trustee Kravetz related a discussion with the new Enrichment and Recreation Supervisor at West Bloomfield School District Community Education regarding the promotion of our programming. Director Bohrer will follow-up.

The meeting was adjourned at 7:45 p.m.

---

Carol Foster, Secretary