

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
September 9, 2020
Held Virtually per Executive Order 2020-154

Present: Eickemeyer, Foster, Holtz, Kravetz, Macon, Meyer, Bohrer
Crocker and Pesale (hosts)
David Helisek, Justin Kolbow—Plante & Moran
Jeremy Chambers, Sarah Rooding—CAPTRUST Financial Services
S. Levy

Absent: None

Call to Order

President Holtz called the meeting to order at 7:05 p.m.

Approval of Agenda

MOTION:

**MOVE TO APPROVE THE AGENDA FOR THE SEPTEMBER 9, 2020
MEETING.**

Moved: Foster

Second: Kravetz

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

Nays: None

MOTION CARRIED.

Correspondence

- Received a proclamation from the West Bloomfield Township Board of Trustees thanking the Library for serving as a voting precinct.

Public Comment

There was no public comment.

Presentation on the FY 2019-2020 Audit

David Helisek and Justin Kolbow presented the audit report for the 2019-2020 fiscal year. The Library received an unmodified opinion, the highest that can be given, with no deficiencies or materials weaknesses in financial controls and no corrected or uncorrected misstatements. Mr. Helisek commended the board and the director for their budgeting practices, strong internal controls and financial stewardship. The Library is well positioned to face the unknown financial challenges that the COVID-19 pandemic may bring.

Mr. Kolbow reviewed general fund revenues, expenditures and transfers to other funds—the endowment fund and the capital improvement and automation development fund. Property tax remains the most significant revenue source and expenditures across accounts remain proportionately consistent with previous fiscal years, which highlights good budgeting practices. Mr. Kolbow did point out that the Library's OPEB medical benefit is fully funded which also points to prudent budgeting and financial stewardship.

The 2019-2020 fiscal year audit was accepted.

Update on the Defined Contribution and 457 Plans

Jeremy Chambers and Sarah Rooding from Plante & Moran Financial Services/CAPTRUST Financial Services focused their presentation on the following:

- An overall market review for the second quarter of 2020.
- An investment performance review for the defined contribution and 457 plans.
- An expense analysis for each plan.

As part of the investment performance review, Mr. Chambers indicated that all the funds were doing very well, except the JPMorgan target funds. Several options were presented to replace the underperforming funds. After a discussion, the Board felt that more information was needed in terms of a generic breakdown of staff investment profiles and market forecasts based on potential election results. It was the consensus of the Board that no change will be made at this time. Mr. Chamber and Ms. Rooding will gather the additional information and provide it at a future meeting where a decision will be made.

Presentation on Assigning Financial Advisory Services from Plante & Moran to CAPTRUST Financial Services

Mr. Chambers discussed the move of Plante & Moran's retirement advisory practice to CAPTRUST Financial Services. Plante & Moran discovered during their due diligence process that the values of CAPTRUST perfectly aligned with their values, which include delivering holistic, independent and objective financial guidance with the highest level of quality, integrity and excellence. The existing contract, including all fees, would move as is to CAPTRUST. The Library's record-keeper, Empower Retirement, and plan investments will remain the same.

MOTION:

MOVE TO ASSIGN THE LIBRARY'S INVESTMENT ADVISORY AGREEMENT WITH PLANTE & MORAN FINANCIAL ADVISORS TO CAPTRUST FINANCIAL SERVICES EFFECTIVE SEPTEMBER 9, 2020 AND AUTHORIZE DIRECTOR BOHRER TO SIGN THE CONSENT FORM.

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

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE AUGUST 10, 2020 BOARD MEETING.

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

Financial Reports

The August 2020 financial statements were accepted.

The investment report for fiscal year 2019-2020 was accepted.

Director's Report

Director Bohrer reported on the following:

- There was a positive case of COVID-19 among the staff at the Main Library, which became known on August 19, 2020. No additional cases have been reported at this time. The staff member has not yet reported back to work. Staff continue to social distance, wear masks at all times, follow cleaning and hand-washing protocols and remain at their assigned work stations to avoid an outbreak.
- MeL interlibrary loan service resumed on Monday, August 10, 2020 after being suspended since March 14, 2020 due to the COVID-19 pandemic shutdown of libraries. In August, 674 interloans were borrowed and 601 sent out to other libraries.
- Digital services continue to show a large increase in usage over last fiscal year with ebooks up by 59%, eaudio up by 39%, downloadable magazines up by 45%, streaming video by 128% and databases usage by 36%.
- Library staff are meeting with media specialists/teachers across school districts to determine how best to share our digital resources with students.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$165,545.83 AND RATIFY EXPENSES INCURRED SINCE AUGUST 10, 2020 IN THE AMOUNT OF \$177,907.00.

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

MOTION CARRIED.

Approval of Phase III Resuming Service Parameters

Director Bohrer reviewed the parameters for phase III which resumes additional services. The primary goals remain the health and safety of staff, users and the community at large and convenient access to the Library's large collection of materials in all formats, which is core to library service. For phase III, a third goal has been identified which is recognizing and addressing the potential digital divide which may exist in our community.

Phase III will:

- Continue access to digital services on a 24/7 basis.
- Continue curbside services through parking lot pick-up and the drive-up window at the Main Library.
- Continue "grab and go" as the primary use of the building which supports browsing access to the physical collection with a duration time limit.
- Continue to observe a reduced capacity limit in the facilities (executive order), reduced hours, strict social distancing (executive order), and proper mask wearing (executive order) at all times.
- Continue reference/reader's advisory assistance in-person, by phone, by chat, and by email.
- Continue user account assistance services in-person, by phone, by chat and by email.
- Continue virtual programming for all ages.
- Add back computer usage, including printing/scanning, by appointment with staff assistance as far as strict social distancing will allow. The appointment process will be developed and widely promoted/distributed.
- Add back copy machine usage.
- Add back the fax service.
- Add back the notary service following strict social distancing.
- Add back the ability to pay fines and fees at self-checkout stations and circulation reception desks with credit/debit cards.
- The Friends of the Library will be approached to determine how they may want to handle their book donations and Friendship, since the 10 person limit on an indoor event (executive order) precludes scheduling a book sale at this time.

The Board discussed the parameters and a start date of October 1, 2020, since the computer reservation system needs to be developed. Bohrer indicated that at the November or December meeting the Board will need to begin discussing individual studying and what that may look like to maintain social distancing, density and duration to foster the health and safety goal. The data around the virus as colder weather sets in and in-person learning is implemented, will also need to be taken into account.

MOTION:

MOVE TO APPROVE THE PHASE III PARAMETERS AND AUTHORIZE DIRECTOR BOHRER TO DETERMINE THE START DATE BASED ON THE DEVELOPMENT AND AVAILABILITY OF A COMPUTER WORKSTATION RESERVATION SYSTEM WITH A GOAL OF OCTOBER 1, 2020.

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

MOTION CARRIED.

Director Bohrer will update the Library's Rules of Conduct to reflect Phase III parameters.

Approval of Revised Computer/IT Replacement Plan

The Board reviewed the revised replacement plan with identified cycles for workstations and peripherals, switch equipment, integrated library system equipment and security cameras.

MOTION:

MOVE TO APPROVE THE UPDATED COMPUTER/IT REPLACEMENT PLAN.

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

MOTION CARRIED.

Award Bid for Computer Workstations

Coordinator of Information Technology, Rob Pesale, presented the bid information and staff recommendation. The replacement will be funded by the Capital Improvement and Automation Development Fund.

MOTION:

MOVE TO AWARD THE BID FOR COMPUTERS TO REPLACE ALL THE STAFF WORKSTATIONS AT BOTH FACILITIES AND THE PUBLIC WORKSTATIONS AT THE WESTACRES BRANCH TO THE QUALIFIED LOW BID VENDOR, CDWG, AT A TOTAL COST OF \$91,542.00.

Moved: Meyer

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

The meeting was adjourned at 8:40 p.m.

Carol Foster, Secretary