

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
December 9, 2020
Held Virtually via Zoom

(In compliance with the Open Meetings Act as amended by 2020 PA 228)

Present: **Kari Eickemeyer** (attending remotely from West Bloomfield, Oakland County, Michigan)
 Carol Foster (attending remotely from West Bloomfield, Oakland County, Michigan)
 Judith Holtz (attending remotely from West Bloomfield, Oakland County, Michigan and arrived at 9:03 p.m.)
 Carol Kravetz (attending remotely from West Bloomfield, Oakland County, Michigan)
 Ken Macon (attending remotely from West Bloomfield, Oakland County, Michigan)
 Clara Bohrer, Director
 Jeff Crocker (staff co-host)
 Robert Pesale (staff co-host)
 Bob Tera, West Bloomfield resident
 Cathy Russ, Incoming Director
 Jeremy Chambers and Sarah Rooding—CAPTRUST Financial Advisors

Absent: None

Call to Order

Vice-President Kravetz called the meeting to order at 7:00 p.m. An attendance roll call vote was taken by Secretary Foster and a quorum of five Board members were participating remotely from West Bloomfield Township, Oakland County, Michigan.

Approval of Agenda

**MOTION:
MOVE TO APPROVE THE AGENDA FOR THE DECEMBER 9, 2020
MEETING.**

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

Update on Defined Contribution and 457 Plans

Vice-President Kravetz introduced Jeremy Chambers and Sarah Rooding from CAPTRUST Financial Advisors who gave a presentation on potential target fund options to be used in both the defined contribution and 457 plans. After reviewing input received from the Library Board and Director and following a rigorous target date selection process, Mr. Chambers recommended replacing the current JP Morgan Target Funds with T. Rowe Price Target Funds. T. Rowe Price Target Funds have a through retirement glidepath, conservative risk tolerance and active management, which meets needs expressed by the Board.

MOTION:

**MOVE TO REPLACE JP MORGAN TARGET DATE FUNDS WITH T. ROWE
PRICE TARGET DATE FUNDS.**

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

Mr. Chambers will work through Empower Retirement to make the change and complete any necessary paperwork. President Holtz thanked Mr. Chambers and Ms. Rooding for the informative presentation.

Correspondence

No correspondence was received.

Public Comment

There was no public comment.

Approval of Minutes

MOTION:

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

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

Financial Report

The November 2020 financial statements were accepted.

Director's Report

Director Bohrer reported on the following:

- Oakland County has approved payment of our second reimbursement request of \$22,985 through the CARES Act funding. We have received a total of \$98,305 which covers the majority of our pandemic-related expenses.
- A work at home statement has been added to our Pandemic Preparedness and Response Plan per the recent Michigan Department of Health and Human Services order.
- The communications/marketing specialist position has been posted.
- Outreach to local school districts continues to take place through virtually creative ways developed by the youth services staff.
- Usage of computers during the recent Michigan Department of Health and Human Services order is limited to West Bloomfield residents and contract communities at both facilities. Average time per session is 18 ½ minutes well below the 45-minute time limit.
- Circulation at the Main Library is 74% through *Grab and Go*, 24% through the drive-up window and 2% through curbside service. At the Westacres Branch circulation is 94% through *Grab and Go* and 4% through curbside service.
- Information about the new Director will be distributed through a variety of outlets and an orientation will be conducted during the week of December 14, 2020.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$203,577.93 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 10, 2020 IN THE AMOUNT OF \$163,939.81.

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

Resolution/Recognition Thomas Meyer

President Holtz presented a resolution which recognizes Thomas Meyer posthumously for his dedication and contributions to the Library throughout his continuous 34 years of service as a Board member. There was discussion and agreement that a memorial plaque will be placed at the Main Library.

MOTION:

Whereas, Thomas Meyer was a staunch advocate for the Library and the community it serves throughout his 34-year tenure on the West Bloomfield Township Public Library Board of Trustees, and

Whereas, Tom's commitment to being a responsible steward of the public trust and resources helped assure the West Bloomfield Township Public Library's ongoing financial health and viability, and

Whereas, Tom's guidance and support during the 1997 Library referendum helped assure a successful outcome that led to the renovation and expansion of the Main Library and Westacres Branch, and

Whereas, his understanding of the role of public libraries and interest in maintaining high standards helped the Library reach a level of service that was recognized by being awarded the National Medal, the nation's highest honor for libraries, and

Whereas, Tom committed countless hours to the Library Board of Trustees and served with distinction in Board positions, including Board Vice-President, Secretary and Treasurer, and

Whereas, Thomas Meyer was re-elected to the Library Board of Trustees for his ninth consecutive term on November 3, 2020, and

Whereas, the Library Board of Trustees, Director and staff as well as the West Bloomfield community lost a valued Board member and Library advocate on November 22, 2020 with the death of Thomas Meyer,

Now Be It Resolved, in recognition of his years of dedicated and selfless service, the West Bloomfield Township Public Library expresses its gratitude for the innumerable contributions Thomas Meyer made toward fulfilling the Library's mission to educate, empower, inspire and entertain, and recognizes and honors his support for more than three decades by placing a memorial plaque at the Main Library.

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

Director Bohrer indicated that the resolution will be framed and can be presented to his wife at a future Board meeting. President Holtz suggested investigating whether the resolution can be read at a future memorial service being planned by the family.

Revisions to the Collection Development Policy

Director Bohrer reported that the collection development policy is reviewed once a year by the administrative team to ensure it remains up-to-date. This year numerous changes were made to ensure a balanced and unbiased collection reflecting our community.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE COLLECTION DEVELOPMENT POLICY AS PRESENTED.

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

Election of Officers

A discussion was held regarding a slate of officers for the next two years.

MOTION:

MOVE TO APPROVE THE FOLLOWING SLATE OF OFFICERS FOR A TERM STARTING IMMEDIATELY THROUGH NOVEMBER 2021:

**PRESIDENT, CAROL KRAVETZ
VICE-PRESIDENT, JUDITH HOLTZ
SECRETARY, CAROL FOSTER
TREASURER, KEN MACON
DEPUTY SECRETARY/TREASURER, KARI EICKEMEYER**

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

Board Comments

- Vice-President Holtz reported that the vacant Board seat should be filled through an application process to be developed. The vacancy should be advertised on the website, in the next Library newsletter and in a local newspaper.
- Vice-President Holtz suggested that a plaque be put on the exterior of the Main Library in recognition of Clara Bohrer's term of service as Director, similar to the plaque for Gretchen Kulberg. This was agreed by acclamation.

The meeting was adjourned at 7:50 p.m.

Carol Foster, Secretary

