

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
December 8, 2021
Held Virtually via Zoom

(In compliance with the Open Meetings Act as amended by 2020 SB 1246)

Present: **Michael Dorfman** (attending remotely from West Bloomfield, Oakland County, Michigan)
 Kari Eickemeyer (attending remotely from West Bloomfield, Oakland County, Michigan)
 Judith Holtz (attending remotely from West Bloomfield, Oakland County, Michigan)
 Carol Kravetz (attending remotely from West Bloomfield, Oakland County, Michigan)
 Ken Macon (attending remotely from West Bloomfield, Oakland County, Michigan) (arrived at 7:07 pm)
 Raman Singh (attending remotely from West Bloomfield, Oakland County, Michigan)

Cathy Russ, Library Director
 Jeff Crocker (staff co-host)
 Andrew Weidman (staff co-host)

Guests: **Jeremy Chambers**, CAPTRUST
 Sarah Rooding, CAPTRUST

Call to Order

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

Approval of Agenda

MOTION:
MOVE TO APPROVE THE AGENDA FOR THE DECEMBER 8, 2021 MEETING

Moved: Holtz
Second: Eickemeyer
Ayes: Dorfman, Eickemeyer, Holtz, Kravetz, Macon, Singh
Nays: None

MOTION CARRIED.

Public Hearing on the 2022-2023 Fiscal Year Budget—President Kravetz opened the Public Hearing on the Budget at 7:10 pm. No public was present to make comment on the Budget. President Kravetz closed the Public Hearing on the Budget at 7:11 pm.

Update on the Library’s Defined Contribution and 457 Plans—Jeremy Chambers and Sarah Rooding from CAPTRUST Financial Advisors updated the Board about funds included in these plans. They are also going to send an updated Investment Policy Statement in the near future, to be reviewed and approved by the Board.

Correspondence—Library Director Russ stated that the Library has received another 5-star review on Google.

Public Comment--none

Approval of Minutes

**MOTION:
MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 10, 2021 BOARD MEETING.**

Moved: Holtz
Second: Macon
Ayes: Eickemeyer, Holtz, Kravetz, Macon, Singh
Abstention: Dorfman
Nays: None
MOTION CARRIED.

Financial Report

The November 2021 financial statements were accepted. An adjustment to the Fair Market Value (FMV) to the Investment Pool Account at Oakland County, as recommended by the auditors, was noted.

Director’s Report

Russ asked Jeff Crocker, the Main Branch Manager, to give an update about the HVAC system. There was a power surge on the Civic Center Campus on Sunday, December 5, which fried the Library’s HVAC systems’ controls. We have been searching for a replacement part and are hoping to find one soon. The temperature in the building is not consistently comfortable, but it is livable and the air is circulating.

Accounts Payable

**MOTION:
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN
THE AMOUNT OF \$182,019.48 AND RATIFY EXPENSES INCURRED SINCE
NOVEMBER 10, 2021 IN THE AMOUNT OF \$196,057.11.**

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

Old Business

**MOTION:
MOVE TO APPROVE THE FISCAL YEAR 2022-2023 LIBRARY BUDGET**

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

New Business

**MOTION:
MOVE TO APPROVE BID SPECIFICATIONS FOR JANITORIAL SERVICES
FOR THE MAIN BRANCH AND WESTACRES BRANCH**

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

**MOTION:
MOVE TO APPROVE THE FURNITURE CLEANING BID AWARD**

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

**MOTION:
MOVE TO APPROVE THE CARPET CLEANING BID AWARD**

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

Board Comments— Holtz remarked that it is nice to see so many cars in the parking lot. Singh reiterated that January's board meeting will be in person, at the Library. The meeting will be held in the Library's conference room.

The meeting was adjourned at 7:55 pm.

Michael Dorfman, Secretary