

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
September 13, 2023
Held in the Library's Meeting Room

Present: **Kari Eickemeyer**
 Judith Holtz
 Carol Kravetz
 Ken Macon

Cathleen Russ, Library Director
Jeff Crocker, Assistant Library Director
Kati Vogel, Finance Manager/Benefits Coordinator

Justin Kolbow, CPA, Plante & Moran

Excused: **Michael Dorfman**
 Raman Singh

Call to Order

President Kravetz called the meeting to order at 7:00 PM. An attendance roll call vote was taken by Deputy Secretary Eickemeyer. A quorum of four Board members were present.

Approval of Agenda

MOTION:
MOVE TO APPROVE THE AGENDA FOR THE SEPTEMBER 13, 2023
MEETING WITH ACTION ITEMS OCCURRING FIRST. THE MINUTES SHALL
REFLECT THE ORDER IN WHICH BUSINESS WAS CONDUCTED.

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

Correspondence—none

Public Comment—none

Approval of Minutes

**MOTION:
MOVE TO APPROVE THE MINUTES FOR AUGUST 9, 2023 BOARD
MEETING.**

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

Accounts Payable

**MOTION:
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN
THE AMOUNT OF \$246,923.77 AND RATIFY EXPENSES INCURRED SINCE
AUGUST 9, 2023 IN THE AMOUNT OF \$239,378.09.**

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

Old Business—none

New Business

**MOTION:
MOVE TO APPROVE COLLECTION POLICY ADMINISTRATIVE GUIDELINE
#15, WIRELESS HOTSPOTS.**

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

**MOTION:
MOVE TO APPROVE REVISIONS TO CIRCULATION POLICY ATTACHMENT
A AND ATTACHMENT D.**

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

**MOTION:
MOVE TO APPROVE REVISIONS TO PERSONNEL POLICY #36, COMPUTER
NETWORK SECURITY POLICY**

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

**MOTION:
MOVE TO APPROVE BID SPECIFICATIONS FOR CARPET CLEANING AND
FURNITURE CLEANING AT MAIN AND WESTACRES BRANCHES**

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

**MOTION:
MOVE TO APPROVE BID SPECIFICATIONS FOR COMPUTER ROOM
RENOVATIONS**

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

Trustee Holtz was excused from the meeting at 7:15 pm.

Presentation of Fiscal Year 2022-2023 Audit—Justin Kolbow, Plante & Moran

Mr. Kolbow reviewed the results of the Library's 2022-2023 Audit. The Library received an unmodified opinion, which is the best rating possible. Kolbow commended the Library Board for sound fiscal policies and management and commended Kati Vogel, the Library's Finance Manager, on an excellent first audit.

The Library Board accepted the 2022-2023 Audit and thanked Kolbow for the presentation.

Financial Report and 2022-2023 Investment Report

The August 2023 financial statements were accepted. The 2022-2023 Investment Report was accepted.

Director's Report—was received and filed.

Board Comments—none

The meeting adjourned at 7:31 pm.

Kari Eickemeyer, Deputy Secretary