

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
October 11, 2023
Held in the Library's Meeting Room

Present: Michael Dorfman
Kari Eickemeyer
Carol Kravetz
Ken Macon
Raman Singh

Cathleen Russ, Library Director
Jeff Crocker, Assistant Library Director
Kati Vogel, Finance Manager/Benefits Coordinator
Lauren Douglass, Head of IT/Support Services

Rhonda Orr, West Bloomfield Twp resident

Excused: Judith Holtz

Call to Order

President Kravetz called the meeting to order at 6:00 PM. An attendance roll call vote was taken by Secretary Singh. A quorum of five Board members were present.

Approval of Agenda

MOTION:
MOVE TO APPROVE THE AGENDA FOR THE OCTOBER 13, 2023 MEETING

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

Correspondence—Judith Holtz has retired/resigned from the Library Board after 34 years of service.

Public Comment—none

Approval of Minutes

**MOTION:
MOVE TO APPROVE THE MINUTES FOR SEPTEMBER 13, 2023 BOARD MEETING.**

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

Financial Report and 2022-2023 Retirement System Annual Report

The September 2023 financial statements were accepted. The 2022-2023 Retirement System Annual Report was accepted.

Director's Report—was received and filed.

Accounts Payable

**MOTION:
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$213,174.86 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 13, 2023 IN THE AMOUNT OF \$234,473.69.**

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

Old Business—none

New Business

**MOTION:
MOVE TO ACCEPT JUDITH HOLTZ'S RESIGNATION FROM THE LIBRARY BOARD.**

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

MOTION:
MOVE TO APPOINT RHONDA ORR TO THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES THROUGH NOVEMBER 2024, TO FILL THE UNFINISHED TERM OF JUDITH HOLTZ.

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

MOTION:
MOVE TO APPROVE LIBRARY CLOSED DATES FOR 2024

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

MOTION:
MOVE TO APPROVE LIBRARY BOARD MEETING DATES FOR 2024, WITH THE MEETING TIME CHANGED TO 6:30 PM

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

MOTION:
MOVE TO DECOMMISSION OPEB FUNDS

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

MOTION:
MOVE TO REASSIGN DECOMMITTED OPEB FUNDS TO CIAD FUND

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

MOTION CARRIED.

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

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

MOTION CARRIED.

**MOTION:
MOVE TO APPROVE LICENSING AGREEMENT BETWEEN BOARD OF
COUNTY ELECTION COMMISSIONERS OF OAKLAND COUNTY AND WEST
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY TO USE WBTPPL AS AN EARLY
VOTING SITE IN 2024**

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

MOTION CARRIED.

Board Comments—none

The meeting adjourned at 6:15 pm.

Raman Singh, Secretary

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) Health Care (OPEB) Report

Enter Local Government Name	West Bloomfield Township Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit: michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municipality Code	638003	
Unit Type	Library	
Fiscal Year End Month	March	
Fiscal Year (four-digit year only, e.g. 2019)	2023	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Kati Vogel	
Title if not CAO	Finance Manager	
CAO (or designee) Email Address	vogelkat@wblib.org	
Contact Telephone Number	248-232-2331	
OPEB System Name (not division) 1	West Bloomfield Township OPEB Trust	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO				
2	Provide the name of your retirement health care system	Calculated from above	West Bloomfield Township OPEB Trust				
3 Financial Information							
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	1,615,436				
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	872,868				
6	Funded ratio	Calculated	185.1%				
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	-				
7a	Do the financial statements include an ADC calculated in compliance with Numbered Letter 2018-3?	Most Recent Audit Report	YES				
8	Governmental Fund Revenues	Most Recent Audit Report	6,209,591				
9	All systems combined ADC/Governmental fund revenues	Calculated	0.0%				
10 Membership							
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	6				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report					
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	3				
14	Provide the amount of premiums paid on behalf of the retirants	Most Recent Audit Report or Accounting Records	22,267				
15 Investment Performance							
16	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	-2.75%				
17	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	5.57%				
18	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.61%				
19 Actuarial Assumptions							
20	Assumed Rate of Investment Return	Actuarial Funding Valuation used in Most Recent Audit Report	6.50%				
21	Enter discount rate	Actuarial Funding Valuation used in Most Recent Audit Report	6.50%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Dollar				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	1				
24	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes				
25	Health care inflation assumption for the next year	Actuarial Funding Valuation used in Most Recent Audit Report	5.50%				
26	Health care inflation assumption - Long-Term Trend Rate	Actuarial Funding Valuation used in Most Recent Audit Report	4.50%				
27 Uniform Assumptions							
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,615,436				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	872,868				
30	Funded ratio using uniform assumptions	Calculated	185.1%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	-				
32	All systems combined ADC/Governmental fund revenues	Calculated	0.0%				
33 Summary Report							
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	N/A				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. Non-Primary government triggers: Less than 40% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
 Local governments must post the current year report on their website or in a public place.
 The local government must electronically submit the form to its governing body.
 Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary, OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	West Bloomfield Township Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	638003	
Unit Type	Library	
Fiscal Year End Month	March	
Fiscal Year (four-digit year only, e.g. 2019)	2023	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Kati Vogel	
Title if not CAO	Finance Manager	
CAO (or designee) Email Address	vogelkat@wblib.org	
Contact Telephone Number	248-232-2331	
Pension System Name (not division) 1	No Pension Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	No Pension Plan				
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report					
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report					
6	Funded ratio	Calculated					
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report					
8	Governmental Fund Revenues	Most Recent Audit Report					
9	All systems combined ADC/Governmental fund revenues	Calculated					
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report					
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report					
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report					
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report					
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report					
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report					
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report					
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report					
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report					
26	Funded ratio using uniform assumptions	Calculated					
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report					
28	All systems combined ADC/Governmental fund revenues	Calculated					
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

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By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.