

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**August 14, 2024**  
**Held in the Main Library Conference Room**

**Board Members Present:** Carol Kravetz  
Ken Macon  
Rhonda Orr  
Raman Singh

**Board Members Excused:** Michael Dorfman  
Kari Eickemeyer

**Library Staff Present:** Cathy Russ, Library Director  
Jeff Crocker, Assistant Library Director  
Kati Vogel, Finance Manager

**Public Present:** Philip Femminineo, Auditor, Plante Moran  
David Helisek, Auditor, Plante Moran  
Kari Shea, Auditor, Plante Moran  
Deb Macon  
Cory Nummer

**Call to Order**

President Kravetz called the meeting to order at 6:30 PM. An attendance roll call vote was taken by Secretary Singh. A quorum of four Board members were present.

**Approval of Agenda**

**MOTION:**  
**MOVE TO APPROVE THE AGENDA FOR THE AUGUST 14, 2024 MEETING.**

Moved: Macon  
Second: Orr  
Ayes: Kravetz, Macon, Orr, Singh  
Nays: None  
**MOTION CARRIED.**

**Presentation—Library Audit for Fiscal Year 2023-2024:** David Helisek, Philip Femminineo and Kari Shea, the audit team from Plante Moran, covered the

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highlights of the library's annual audit. The Library received an unmodified opinion, which is the highest level of assurance that can be given.

**Correspondence** – none.

**Public Comment** – none.

### **Approval of Minutes**

**MOTION:  
MOVE TO APPROVE THE MINUTES OF THE JULY 16, 2024 SPECIAL  
LIBRARY BOARD MEETING.**

Moved: Macon  
Second: Orr  
Ayes: Kravetz, Macon, Orr, Singh  
Nays: None  
**MOTION CARRIED.**

**Financial Reports** - were received and filed.

**FY2023-2024 Investment Report** - was received and filed.

### **Director's Report**

Library Open House is September 21. We will be holding another Human Library event on October 5. Culvert Repair on Commerce Road in 2025 will affect Westacres.

### **Accounts Payable**

**MOTION:  
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN  
THE AMOUNT OF \$489,757.64 AND RATIFY EXPENSES INCURRED SINCE  
JULY 10, 2024 AS APPROVED ON JULY 16, 2024, IN THE AMOUNT OF  
\$264,277.68.**

Moved: Orr  
Second: Macon  
Ayes: Kravetz, Macon, Orr, Singh  
Nays: None  
**MOTION CARRIED.**

**Old Business**—An update was given about the publicity for the upcoming library millage in November; informational flyers were shared. They will be available for the public the week before Labor Day.

**New Business**

**APPROVAL OF MID-YEAR BUDGET REQUESTS FOR FY2024-2025**

**MOTION:  
MOVE TO APPROVE THE MID-YEAR ADJUSTMENTS TO THE 2024-2025  
OPERATING AND CAPITAL BUDGETS AS PRESENTED.**

Moved: Singh  
Second: Mason  
Ayes: Kravetz, Macon, Orr, Singh  
Nays: None

**MOTION CARRIED.**

**APPROVAL OF RESOLUTION TO SUBMIT L-4029, TAX RATE REQUEST  
FORM, TO WEST BLOOMFIELD TOWNSHIP**

**MOTION:  
MOVE TO APPROVE THE TAX LEVY RESOLUTION AS PRESENTED,  
WHICH SETS THE COLLECTION OF THE 2024 TAXES AT 1.7 MILS,  
SUBJECT TO THE HEADLEE ROLLBACK.**

Moved: Singh  
Second: Macon  
Ayes: Kravetz, Macon, Orr, Singh  
Nays: None

**MOTION CARRIED.**

**APPROVAL OF PURCHASE OF TECHNOLOGY EQUIPMENT**

**MOTION:  
MOVE TO APPROVE THE PURCHASE OF SELF-CHECK ACCESSIBILITY  
STATIONS, RFID PADS, SOFTWARE, AND A SERVICE AND MAINTENANCE  
PACKAGE FROM BIBLIOTHECA FOR A COST OF \$45,435.04.**

Moved: Orr  
Second: Macon  
Ayes: Kravetz, Macon, Orr, Singh  
Nays: None

**MOTION CARRIED.**

**APPROVAL OF BID SPECIFICATIONS FOR MAIN LIBRARY ROOF REPLACEMENT AND OTHER REMODELING PROJECTS**

**MOTION:**

**MOVE TO APPROVE BID SPECIFICATIONS FOR THE MAIN LIBRARY ROOF REPLACEMENT AND REMODELING PROJECT.**

Moved: Macon  
Second: Orr  
Ayes: Kravetz, Macon, Orr, Singh  
Nays: None

**MOTION CARRIED.**

**APPROVAL OF RETITLING AND RECLASSIFYING ASSISTANT LIBRARY DIRECTOR POSITION, RETITLING LIBRARY DIRECTOR POSITION, AND REVISIONS TO ASSISTANT LIBRARY DIRECTOR AND LIBRARY DIRECTOR JOB DESCRIPTIONS**

**MOTION:**

**MOVE TO RETITLE THE LIBRARY DIRECTOR POSITION TO EXECUTIVE LIBRARY DIRECTOR; RETITLE THE ASSISTANT LIBRARY DIRECTOR POSITION TO ASSOCIATE LIBRARY DIRECTOR POSITION; RECLASSIFY THE ASSOCIATE LIBRARY DIRECTOR POSITION TO THE LIBRARY DIRECTOR SCALE; AND APPROVE REVISIONS TO THE JOB DESCRIPTIONS AS PRESENTED.**

Moved: Orr  
Second: Macon  
Ayes: Kravetz, Macon, Orr, Singh  
Nays: None

**MOTION CARRIED.**

**Board Comments** – Kravetz noted that the 40<sup>th</sup> anniversary celebration of the Friends' BOOKTalk program on Thursday, August 8, was a wonderful event.

The meeting adjourned at 7:12 PM.

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Raman Singh, Secretary