

**Minutes for the
West Bloomfield Township Public Library
Board of Trustees Meeting
Tuesday, April 14, 2009**

Present: Kravetz, Bordman, Osthaus, Holtz, Macon, Bohrer

**Absent &
Excused:** Meyer

Call to Order

President Bordman called the meeting to order at 5:30 p.m.

Approval of Agenda

MOTION:

**MOVE TO APPROVE THE AGENDA FOR THE APRIL 14, 2009 MEETING
WITH INFORMATION DESK DOWNSIZING/ADULT SERVICES SPACE
RECONFIGURATION PROJECT ADDED UNDER OLD BUSINESS.**

Moved: Kravetz; Second: Macon
Ayes: Kravetz, Macon, Bordman, Holtz, Osthaus
Nays: None
MOTION CARRIED.

Friends of the Library Report

Trustee Macon reported on plans for the Friends of the Library Annual Luncheon and Membership Meeting to be held at the Main Library on May 21, 2009 at 11:30 a.m. Board members are invited to attend.

Correspondence

A letter was received from Dr. JoAnn Andrees, Superintendent of the West Bloomfield Schools, thanking the Library for its support of the district's teen reading appreciation program.

A letter was received from Diane Caskey, Meer Apartments Activity Coordinator, thanking the Library for its outreach programs and deposit collection.

A letter was received from Dalia Keen, Assistant Book Fair Director, thanking the Library for its support of the 57th Annual Jewish Book Fair.

A letter and plaque was received from Awaji City Higashiura Public Library representatives, Satoru Okamoto and Makiko Noda, commemorating the 10 year anniversary of our Sister Library partnership.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE MARCH 18, 2009 MEETING.

Moved: Osthaus; Second: Macon
Ayes: Osthaus, Macon, Bordman, Kravetz, Holtz
Nays: None
MOTION CARRIED.

Financial Report

The March 2009 financial statements were accepted.

Director's Report

Director Bohrer reported on:

- On April 1, 2009, the full Senate (strictly along party lines) approved SB 247 with the state aid to public libraries line cut to \$7,537,200, a figure less than half of what is required by state statute. The budget process will continue with further opportunities for reduction in state aid funding.
- An individual's library privileges were suspended for six months due to disruptive behavior, which is a violation of the Library's Rules of Conduct. The incident did require the presence of West Bloomfield police officers.
- Library circulation reached an all-time month high in March 2009 of 200,608. Up to this point, the record high for a month was 182,345 in March 2006.
- The Library will soon offer a text messaging reference service. Internal procedures and marketing strategies are currently being developed by the adult services staff.

- An article, entitled “An Outline for Learning,” written by Director Bohrer and a colleague from Arizona on public library early learning environments was published in the online edition of *American Libraries*.
- The auditors have been scheduled for the week of June 15, 2009.

The Director’s Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$193,034.80 AND RATIFY EXPENSES INCURRED SINCE MARCH 18, 2009 IN THE AMOUNT OF \$86,032.56 FOR THE 2008-2009 FISCAL YEAR.

Moved: Holtz; Second: Osthaus
 Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon
 Nays: None

MOTION CARRIED.

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$257,189.95 AND RATIFY EXPENSES INCURRED SINCE MARCH 18, 2009 IN THE AMOUNT OF \$880,383.30 FOR THE 2009-2010 FISCAL YEAR.

Moved: Holtz; Second: Osthaus
 Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon
 Nays: None

MOTION CARRIED.

DOWNSIZING INFORMATION DESK/RECONFIGURATION OF ADULT SERVICES SPACE AT MAIN LIBRARY

Director Bohrer reviewed the adult services space reconfiguration/information desk downsize plans prepared by Library Design Associates, which will provide for 12 more study table seats, 2 more lounge study seats and 4 more computer seats. The re-configuration will also allow for an additional range of media shelving. The information desk will be downsized to less than one half its current size. Existing furniture and steel shelving is still available for purchase with the exception of the study chairs. Twelve study chairs, which match existing chairs, will be taken from the group study rooms at the north end of the building and used in the adult services open area. New chairs, which will complement the existing chairs, will then be purchased for the two group study rooms. These are all sole source items.

MOTION:

MOVE TO APPROVE THE INFORMATION DESK DOWNSIZING AND RECONFIGURATION OF ADULT SERVICES SPACE PROJECT AT THE MAIN LIBRARY.

Moved: Kravetz; Second: Osthaus
Ayes: Kravetz, Osthaus, Holtz, Macon, Bordman
Nays: None
MOTION CARRIED.

Director Bohrer also reviewed the professional services quote received from TMP Associates in the amount of \$1,850.00 to conduct design work, contract drawings and bid specifications related to the project. There is need for reflective ceiling changes, which will require a public bid process.

Revisions to the Collection Development Policy

The Board reviewed staff recommended revisions to Administrative Guideline #10—Adult Services, Administrative Guideline #11—Youth services and Administrative Guideline #13—Electronic Resources.

MOTION:

MOVE TO APPROVE THE STAFF RECOMMENDED REVISIONS TO THE COLLECTION DEVELOPMENT POLICY.

Moved: Holtz; Second: Osthaus
Ayes: Holtz, Osthaus, Macon, Bordman, Kravetz
Nays: None
MOTION CARRIED.

Strategic Plan Accomplishments for the 2008-09 Fiscal Year

The Board reviewed the accomplishments report prepared by the administrative team noting that a significant amount of work was accomplished during the year with very few carryover items. Bohrer indicated that the low number of carryovers was due to the efforts of the automation services department, since so much of staff work is dependent on technology of some sort.

The report was accepted.

Revision to Circulation Loan Parameters

The Board discussed allowing renewal for the 1-day DVD format, which is assigned to the popular feature films during their first six months in the collection. Currently, renewal is not possible. While users may want more time, there is also the issue of access, since there are a limited number of copies that can be purchased for the popular titles.

MOTION:

MOVE TO APPROVE A ONE TIME RENEWAL FOR THE 1-DAY DVD FORMAT EFFECTIVE JUNE 1, 2009.

Moved: Holtz; Second: Osthaus
Ayes: Holtz, Osthaus, Kravetz, Macon, Bordman
Nays: None

MOTION CARRIED.

Trustee Osthaus asked that information, which explains the 1 time renewal, be prepared and distributed.

The meeting was adjourned at 6:20 p.m.

Carol Kravetz, Secretary