

Minutes for the

once the audit team pointed out the problem, the staff quickly contacted the software developer, implemented the correction, and provided accurate schedule to be audited.

The 2007-2008 audit report was accepted.

Correspondence

Correspondence was received from Joey Spano, West Bloomfield Schools Community Relations and Education Director, thanking the Library for participating in the August 3, 2008 special West Bloomfield Schools insert in the Oakland Press.

Approval of Minutes

MOVE TO APPROVE MINUTES FOR THE JULY 9, 2008 BOARD MEETING.

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

MOTION CARRIED.

Financial Report

The July 2008 financial statements were accepted.

The fiscal year 2007-2008 investment report was accepted.

Director's Report

Director Bohrer's report included:

- The Friends of the Library have made a commitment to donate \$47,450.00 for the 2008-2009 fiscal year covering a variety of items, including enhancing the media collection at both facilities and the large print book collection at the Main Library.
- The Rotary Club of West Bloomfield donated \$300.00 to purchase materials for the literacy collection at the Main Library.
- An individual was suspended for six months due to a violation of the Library's Rules of Conduct. A police report was filed.
- There has been a series of bike thefts at the Main Library over the past few weeks. The Library is cooperating with the Police Department on the problem.
- The Library's inaugural gaming tournament for middle and high schools students was well received by both participants and adults.

- Total circulation for the months of June and July was the highest ever for that month in the history of the Library.
- Since there are numerous requests per day for change, a bill changer will be installed in the casual study room at the Main Library. A coin changer has already been installed near the vending machines at no cost by the vending company.
- The mapping of the underground lines by Township personnel for the civic center campus is almost complete.
- Soil borings were recently taken on the driveway coming into the civic center campus in preparation for a repair project that should take place next year. Each entity on site will contribute to the repair of the entrance driveway. The Library's original parking lot will also be examined to see if work is warranted, since it can be bid under the driveway project.
- Results from a research project funded by the Bill & Melinda Gates Foundation that studied library funding and public support in the United States.
- Outreach activities schedule by the public service departments for the upcoming school year.

In addition, Director Bohrer discussed the use of a telephone survey to obtain awareness, attitude and usage information correlated to demographic information on potential service, collection development and program initiatives for the Library's strategic plan. The survey can be segmented to reach users and non-users. It would be interesting to learn why members of the community do not use the Library. Perhaps, there are new services that could be provided to draw them in or the Library needs to better publicize current services in non-traditional ways. This type of information would be invaluable to update the strategic plan. Bohrer reported that there is a company in Michigan that specializes in public libraries.

MOTION:

MOVE TO OBTAIN A PROPOSAL FOR PROFESSIONAL SERVICES FROM WJSCHOERER, INC. TO CONDUCT A TELEPHONE SURVEY OF COMMUNITY AWARENESS, ATTITUDE AND USAGE IN ORDER TO OBTAIN INFORMATION FOR THE LIBRARY'S STRATEGIC PLAN.

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

MOTION CARRIED.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$332,018.50 AND RATIFY EXPENSES INCURRED SINCE JULY 9, 2008 IN THE AMOUNT OF \$164,608.82.

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

Update on Sister Library Visit

Director Bohrer updated the Board on the itinerary for the Sister Library visit to be held from August 14-16, 2008. The delegation will visit the Main Library on both Thursday and Saturday and the Westacres Branch on Friday. The West Bloomfield Eccentric, the Oakland Press and the West Bloomfield Beacon will all be sending photographers. The Courtyard by Marriott has provided the Library with complimentary rooms for the guests. The Friends of the Library are underwriting the total cost of the reception/dinner on Friday evening. The Library will need to obtain the services of an interpreter.

Update on Security Camera System Upgrade

The security camera system has been installed at both facilities. The staff is currently working on fine-tuning the camera angles. Director Bohrer recommended giving the West Bloomfield Police Department remote real time access to all the exterior cameras at both locations and a few interior cameras at both locations.

MOTION:

MOVE TO ALLOW REAL TIME ACCESS TO THE WEST BLOOMFIELD POLICE DEPARTMENT FOR ALL EXTERIOR CAMERAS AND DESIGNATED INTERIOR CAMERAS AT BOTH FACILITIES.

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

Capital Maintenance Project Update

Director Bohrer reported that the capital maintenance project has been proceeding at both facilities. Painting of designated areas at the Westacres Branch has been

completed. The stone base has also been completed at the Branch and in the casual study area of the Main Library. Carpet has been installed in the young adult room and sections of the adult services area at the Main Library. Because the Main Library adult services carpet didn't specifically match existing carpet, the supplier InterfaceFLOR, LLC, after a site visit from their representative, offered an 18% discount below the low bid price as a means of compensation. Bohrer recommended that the Library take advantage of this deep discounted price to purchase additional stock to complete all areas within the adult services area. The installer, Continental Interiors, Inc. agreed to extend the existing bid price to install the additional carpet at a cost of \$4,900.00. Bohrer reported that professional services from Library Design Associates would be required to dismantle some furniture for carpet installation in the remaining areas.

MOTION:

MOVE TO APPROVE THE PURCHASE OF THE ADDITIONAL ADULT SERVICES CARPET AT A COST OF \$21,650.00 AND COMPLETE INSTALLATION OF ALL REMAINING AREAS IN ADULT SERVICES AT THE MAIN LIBRARY TO BE PAID OUT OF THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

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

MOTION CARRIED.

Administrative Guidelines for Collection Development Policy

Since the Friends of the Library are supporting the start of a youth graphic novel collection at the Main Library, Bohrer felt it was an appropriate time to review all the administrative guidelines for the collection development policy. Suggested changes reflect existing practice:

- The addition of a test preparation study guides section of the collection
- Removal of adult videocassette collection at the Main Library
- The addition of the *World Cinema* collection at the Main Library
- The addition of youth video games and teen video games based on EC (Early Childhood), E (Everyone), E + 10 (ages 10 and up) and T (Teen) at both facilities
- The addition of a youth graphic novel collection at the Westacres Branch
- Removal of the youth videocassette collection at the Main Library

MOTION:

MOVE TO APPROVE THE SUGGESTED REVISIONS TO THE ADMINISTRATIVE GUIDELINES OF THE COLLECTION DEVELOPMENT POLICY.

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

Award Bid for Brick Paver Repair at Main Library

Bid specifications were issued for work to repair the brick pavers and brick caps near the east entrance to the Main Library. The bid was placed in the June 29, 2008 issue of the Oakland News, as required. Low bids were received from Shades of Green (pavers) and Durkin & Company (caps). Frank Rewold & Son will provide oversight to the project.

MOTION:

MOVE TO AWARD THE BID TO THE LOW BIDDERS AT A COST OF \$18,594.00.

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

Fiscal Year 2008-2009 Mid-Year Budget Adjustments

The budget adjustments included a \$29,000 donation by the Friends of the Library to capital assets (materials collection) to enhance the media collection at both facilities, enhance the large print book collection at the Main Library, and initiate a youth graphic novel collection at the Westacres Branch. Endowment donations totaling \$5,312 were transferred to the endowment fund.

MOTION:

MOVE TO APPROVE THE MID-YEAR AMENDMENTS TO THE 2008-2009 BUDGET IN THE AMOUNT OF \$6,519,987.00.

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

Tax Levy

MOTION:

MOVE TO ADOPT THE RESOLUTION OF AUGUST 13, 2008 TO BE TRANSMITTED TO THE SUPERVISOR OF WEST BLOOMFIELD TOWNSHIP FOR LEVY AND COLLECTION OF TAX FUNDS REQUIRED TO SUPPORT THE OPERATION OF THE LIBRARY FOR THE FISCAL YEAR OF APRIL 1, 2008 THROUGH MARCH 31, 2009 AT THE RATE OF 1.7 MIL.

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

The meeting was adjourned at 8:50 p.m.

Judith Holtz, Secretary