

**Minutes for the
West Bloomfield Township Public Library
Board of Trustees Meeting
August 12, 2009**

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

Absent: None

Call to Order

The meeting was called to order by President Bordman at 7:30 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE AUGUST 12, 2009 MEETING.

Moved: Osthaus; Second: Macon

Ayes: Osthaus, Macon, Bordman, Holtz, Kravetz, Meyer

Nays: None

MOTION CARRIED.

Correspondence

A letter was received from West Bloomfield resident Robert Collins regarding exceptional service received from Library staff member, Taiki Watanabe.

A letter was received from the Detroit Public Library offering remote access to their TIP database at no charge to our reference staff. Director Bohrer reported that the Library will take advantage of this offer.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JULY 8, 2009 MEETING.

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

Financial Report

The July 2009 financial statements were accepted.

Director's Report

Director Bohrer reported on:

- The West Bloomfield Township Police Department apprehended a suspect who confessed to numerous thefts of bikes on library property. The person will be prosecuted.
- The fate of the Library of Michigan, state aid to public libraries, MeL databases and MeCat is still unknown. An aggressive advocacy campaign is being conducted by the Michigan Library Association.
- The repair of the hopscotch feature at the Westacres Branch has finally been completed.
- The renewal of Tutor.com for the coming year includes an "adult career center" module that offers live resume assistance.
- Outreach visits/plans for youth and adult services have been established for 2009-2010.
- Our Library is joining with surrounding libraries whose communities feed into the Birmingham school district to develop a brochure that emphasizes the importance of obtaining a library card from your home library. The brochure will also explain reciprocity and the services available to students.
- The actuarial study dated September 1, 2008 to comply with GASB No. 45 must be revised to include only assets that have been irrevocably contributed to a pension trust, which would be the Library's MERS healthcare plan account.
- Statistics obtained on the new DVD format indicate that users are not abusing check-out numbers.
- The Township assessor is projecting a 9% decrease in SEV for the 2010 taxable year.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$242,371.04 AND RATIFY EXPENSES INCURRED SINCE JULY 8, 2009 IN THE AMOUNT OF \$176,101.22.

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

MOTION CARRIED.

Westacres Branch Closing for Replacement of Defective Carpet

Bohrer reported that the carpet manufacturer is replacing the carpet throughout the youth services area, including the activity center, at no charge due to a defective backing that is causing the carpet to "cup." The manufacturer will not pay premium time for installation over the Labor Day holiday weekend. The manufacturer is paying all the costs associated with moving the shelving and furniture out of the youth services area. The scope of the work and fumes from glue requires the Library be closed to the public.

MOTION:

MOVE TO CLOSE THE WESTACRES BRANCH FROM WEDNESDAY, AUGUST 26 THROUGH FRIDAY, AUGUST 28, 2009 FOR REPLACEMENT OF DEFECTIVE CARPET THROUGHOUT THE YOUTH SERVICES AREA AT NO COST TO THE LIBRARY.

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

MOTION CARRIED.

Award Bid for HVAC Maintenance

The Board reviewed the bids received for HVAC maintenance and the staff recommendation. The bid was advertised in the Oakland Press and sent to numerous vendors on the Library's bid list. A mandatory pre-bid meeting was held on July 20, 2009.

MOTION:

MOVE TO AWARD THE BID FOR HVAC PREVENTATIVE MAINTENANCE FOR BOTH FACILITIES TO THE LOW BIDDER GREAT LAKES SERVICE GROUP AT A COST OF \$7,545.00.

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

Award Bid for Window Washing Services

The Board reviewed the bid proposals received and the staff recommendation. The bid was advertised in the Oakland Press and sent to vendors on the Library's bid list.

MOTION:

MOVE TO AWARD THE BID FOR EXTERIOR/INTERIOR WINDOW WASHING SERVICES THREE TIMES DURING THE YEAR AT BOTH FACILITIES TO CLANCY'S WINDOW CLEANING AT A COST OF \$6,270.00.

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

Approval of Mid-Year Budget Adjustments/Set Tax Levy

Bohrer presented the mid-year budget adjustments, which reflect a 5.2% decrease in property tax revenue over last fiscal year, as well as reduced income from penal fines and interest earnings. All expenditure categories were reviewed for cost savings, trying not to significantly impact services, the materials budget and hours of operation.

MOTION:

MOVE TO AMEND THE 2009-2010 FISCAL YEAR BUDGET IN THE AMOUNT OF \$6,006,754.00.

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

MOTION:

MOVE TO ADOPT THE RESOLUTION OF AUGUST 12, 2009 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, 2009 THROUGH MARCH 31, 2010 AT THE RATE OF 1.7 MIL.

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

Approval of Revision to the Capitalization Policy

Bohrer presented a revision to the capitalization policy based on discussions with Plante & Moran, the Library's audit firm.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE CAPITALIZATION POLICY.

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

The meeting was adjourned at 8:30 a.m.

Carol Kravetz, Secretary