

**Minutes for the  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
Wednesday, December 10, 2008**

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

**Absent &  
Excused:** Bordman

**Call to Order**

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

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE DECEMBER 10, 2008  
MEETING.**

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

**Election of Board Officers**

The Nominations Committee presented the following slate of officers for a two year term beginning December 2008 through November 2010:

- Arlene Bordman, President
- Wendy Osthaus, Vice-President
- Judith Holtz, Treasurer
- Carol Kravetz, Secretary
- Ken Macon, Deputy Secretary/Treasurer

President Kravetz called for nominations from the floor. No other nominations were proposed.

**MOTION:**

**MOVE TO ELECT THE PROPOSED SLATE OF OFFICERS FOR A TWO YEAR TERM.**

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

Director Bohrer provided signature cards for the various Library accounts to be signed by the new officers.

In the absence of the President Bordman, Vice-President Osthaus presided over the remainder of the meeting.

**Correspondence**

- A letter was received from West Bloomfield resident Rachel Kammerzell requesting the Library purchase more copies of popular middle school books.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 12, 2008 MEETING.**

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

**Financial Report**

The November 2008 financial statements were accepted.

**Director's Report**

Director Bohrer reported on the November 24, 2008 public hearing on proposed state aid rules that she attended in Lansing. The state librarian does have the intention through the rules to require a public library receiving state aid to provide the same

services to a person holding a non-resident card as a resident would receive, regardless of whether or not there was a fee attached to the non-resident card. The state librarian received negative feedback on the issue during the public hearing. Under the proposed rules, reciprocal borrowers and reciprocal borrowing arrangements would not, however, be subject to the same services rule. The Board held a discussion on the potential impact of the rules and the fact that West Bloomfield has never issued non-resident cards. The rules cannot require the issuance of non-resident cards, which has been confirmed by the Goldstone v. Bloomfield Township Public Library court case. The Library of Michigan plans to issue a revised version of the rules after receiving input through public hearings. Bohrer will keep the Board apprised of the process.

In addition, Director Bohrer reported:

- The capital maintenance project for this fiscal year is near completion.
- An individual's library privileges was suspended for six months on November 10, 2008 due to a violation of the Library's Rules of Conduct and six behavior warning letters were issued since the last Board meeting.
- The West Bloomfield Schools' Pine Tree reading program began December 5, 2008. The Library has purchased numerous copies of all the titles in support of the program and will bring in author David Lubar to visit grades 3, 4 and 5 in February 2008.
- The circulation for November was again the highest for that month in the history of the Library.
- The 460 video games recently purchased have been in circulation for about one month for a total of 1,902 circulations, which is an excellent start for the new collection. The response from children, teens and parents has been extremely positive.
- The Library will staff a table display on library services at the final 175<sup>th</sup> Township Birthday event on December 6-7, 2008 at the Jewish Community Center.
- Author Nancy Shaw has been scheduled to visit all K-2 grades in our service area during the week of April 27, 2009.
- Initial contact has been made with the Detroit Public Library (DPL) to re-initiate a reciprocal borrowing arrangement. The arrangement lapsed when DPL left the Library Network Consortium a few years ago to re-establish their position as a cooperative.

The Director's Report was accepted.

## **Budget Committee Report**

The Board reviewed the budget submitted by the Director and the Budget Committee. The budget reflects:

- An overall decrease in revenue of \$97,2337 due to low interest rates for investments, state aid reduction and property tax status quo.

- The recommendations made by the Personnel Committee, which include no new positions and no change in the level of benefits.
- An increase in the materials collection to try to meet the continued demand for new titles and media.
- A mandatory transfer into the debt service fund in order to make the 2009 bond principal/interest payments to the West Bloomfield Township Building Authority.
- A transfer of \$60,000 to the accrued benefit fund, which is suggested in the post-retirement benefits actuarial valuation study dated September 1, 2008.
- A transfer to the Capital Improvement and Automation Development Fund in accordance with the computer/network electronics replacement plan and the ILS/RFID system replacement plan.

**MOTION:**

**MOVE TO SET THE PUBLIC HEARING ON THE LIBRARY'S 2009-2010 FISCAL YEAR BUDGET FOR WEDNESDAY, JANUARY 14, 2009 AT 7:15 P.M. IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.**

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

**MOTION CARRIED.**

The Board reviewed the recommended revisions made by the Budget Committee to Library Policy #30—Financial Guidelines/Strategies. The two significant changes include:

- The guideline for the target of materials collection expenditures to be between 19-23% of the yearly operating budget due to the continued increase in circulation and demand for more new titles and media.
- The establishment of a post-retirement health care fund with a yearly transfer as determined by an actuarial study. Conduct an actuarial study at an interval required by state law.

**MOTION:**

**MOVE TO APPROVE THE BUDGET COMMITTEE'S RECOMMENDED REVISIONS TO LIBRARY POLICY #30—FINANCIAL GUIDELINES/STRATEGIES.**

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

**MOTION CARRIED.**

The Budget Committee's report was accepted.

### **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$457,769.55 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 12, 2008 IN THE AMOUNT OF \$86,887.17.**

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

### **Update on Telephone Survey**

Director Bohrer reported that a total of 400 survey calls have been completed, a portion of which are users and a portion are non-users. The firm had difficulty locating non-users who were willing to take the time to give input. There was no difficulty in locating users. The users were very willing and eager to give input. The analysis of the data is underway and should be provided to the Library sometime in January 2009.

### **Award Bid for Maintenance Services**

The Board discussed the nine bids received for janitorial service at both facilities, as well as the staff recommendation prepared by the administrative assistant. The bid advertisement was placed in the Oakland Press and a mandatory pre-bid meeting was held on November 12, 2008. The bid requested 6 day a week service at the Main Library and 5 day a week service at the Westacres Branch. The discussion centered around the three lowest bids received including the size of their workforce, experience, references and the amount of information provided in the staff report.

**MOTION:**

**MOVE TO AWARD THE BID FOR MAINTENANCE SERVICES AT BOTH FACILITIES FOR A ONE-YEAR PERIOD WITH A ONE-YEAR OPTION TO RENEW TO MASTER MAINTENANCE AT AN ANNUAL COST OF \$72,300.**

Moved: Kravetz; Second: Meyer  
Ayes: Kravetz, Meyer, Osthaus, Holtz  
Nays: Macon  
**MOTION CARRIED.**

Treasurer Holtz requested that the administrative assistant provide a copy of the RFP in her report, a better synthesis of the information gleaned from all the references and a more expansive spreadsheet of the essential parameters of the bid specifications that are referred to in the narrative.

### **Award Bid for Cisco SmartNet Maintenance Contract**

The Board reviewed the four bids received for a one-year Cisco SmartNet maintenance contract on a 24/7/4 onsite basis for all appropriate Cisco equipment and the staff recommendation prepared by the Coordinator of Information Technology. A bid advertisement was placed in the Oakland Press and also sent to 7 vendors on the Library's vendor list. Of the four bids received, only one met all the specifications required.

**MOTION:**

**MOVE TO AWARD THE BID FOR A ONE-YEAR 24/7/4 CISCO SMARTNET MAINTENANCE CONTRACT TO SUNTEL SERVICES IN THE AMOUNT OF \$24,919.14.**

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

### **Review of Fine/Fee Schedule**

The Board discussed the Library's fine/fee schedules covering circulation policy, meeting room booking and telefacsimile, as well as the staff recommendation prepared by the Coordinator of Support Services. The Board determined that the circulation fine/fee schedule was in need of revision at this time to include the interloan media format and the removal of several formats that are no longer circulated.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS TO THE CIRCULATION FINE/FEE SCHEDULE, WHICH INCLUDES THE ADDITION OF AN INTERLOAN MEDIA FORMAT AND THE REMOVAL OF OUTDATED FORMATS.**

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

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

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Carol Kravetz, Secretary