

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
December 9, 2009

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

**Absent &
Excused:** Osthaus

Call to Order

President Bordman called the meeting to order at 7:30 p.m.

Approval of Agenda

MOTION:

**MOVE TO APPROVE THE AGENDA FOR THE DECEMBER 9, 2009 MEETING
WITH THE ADDITION OF THE LIBRARY NETWORK PLAN OF SERVICE
UNDER NEW BUSINESS.**

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

MOTION CARRIED.

Public Comment

Ken Macon reported that the Friends of the Library have approved a donation to purchase another videotape to DVD conversion workshop for the Main Library.

Correspondence

- A letter was received from Nancy Robertson, State Librarian, congratulating the Library for receiving a Library of Michigan Foundation Citation of Excellence Award.
- A letter was received from Nancy Cassis, State Senator, congratulating the Library for receiving a Library of Michigan Foundation Citation of Excellence Award.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 10, 2009 MEETING.

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

MOTION CARRIED.

Financial Report

The November 2009 financial report was accepted.

Director's Report

Director Bohrer reported on:

- The Library plans to initiate a quarterly electronic newsletter, entitled *West Bloomfield Works!*, which will focus on information, resources, programs and services helpful to residents regarding current economic conditions. This will be an additional component to our award-winning *Help is Here* initiative.

- The Library is beginning to attach vodcast and podcast book reviews to bibliographic records in the online catalog. These reviews feature both staff and users.
- The library privileges of two individuals were suspended for a six month period due to disruptive behavior, which is a violation of the Library's Rules of Conduct. In addition, seven warning letters were also issued for various violations of the Library's Rules of Conduct.
- Our Library cooperated with 5 other public areas, all serving the Birmingham Public Schools, to develop a library card promotional brochure for distribution to students.
- The Library will again participate in a promotional advertisement in the *2010 Oakland County Magazine*, along with the Township, Parks and Recreation and the West Bloomfield School District.
- The state budget passed with a 40% cut in state aid to public libraries, which is on top of the 17% cut from last year. The Library's 2010-2011 fiscal year budget will be impacted by this revenue reduction.
- The Library Network is also impacted by the reduction in state aid. The cooperative eliminated their interlibrary loan service, effective December 1, 2009. If one of our users cannot find an item through MeLCat, there will no longer be a back-up interlibrary loan source to use. In addition, cooperative delivery service is being reduced from 5 days a week to 3 days a week to our Library. At some point in time, our Library may need to ask residents to try as much as possible to return our materials directly to the Main Library or Westacres Branch. The situation will be monitored by staff.
- The Library has initiated outreach service to grades 6-8 at the West Hills Middle School in the Bloomfield Hills School District. In addition, there are discussions taking place with the media specialist and principal regarding initiating some type of reading appreciation program.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$335,725.01 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 10, 2009 IN THE AMOUNT OF \$84,072.69.

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

MOTION CARRIED.

FY 2010-2011 Budget Discussion

The Board discussed the first draft of the 2010-2011 fiscal year budget. Revenue highlights include a 10% reduction in property tax income (which is in addition to the 5.5% reduction in the current fiscal year), a 40% reduction in state aid to public libraries income (which is in addition to the 17% reduction in the current fiscal year) and continued low investment income due to low interest rates. Loss of revenue will also translate to the income received from our contract communities, since their property values are also in decline. Revenue loss could be as high as \$540,000.00 over the previous fiscal year.

Expenditures must be reduced across all line items to address the significant loss of revenue. In terms of personnel, there will be no increase in wages and a reduction in the employer contribution to defined contribution retirement plan. There are 4 unfilled positions due to attrition, as well as reduction in computer page hours, general page hours, substitute hours and monitor hours. The Library will be closed 2 additional Sundays over the normal number of Sunday closings. The materials budget will have to be reduced by at least \$100,000, a portion of which will be offset by a donation from the Friends of the Library. Director Bohrer will discuss the donation with the Friends of the Library.

The Board asked Director Bohrer to keep reviewing all expenditures and operational procedures for cost savings prior to the Board reviewing the next draft.

Revision to Limits on Materials Circulation Policy

The Board reviewed the recommendation from the administrative team regarding increasing the circulation limit on the digital media format from 2 items at any given time on a patron record to 4 items. The digital media collection has grown in size to accommodate this change. The limit was originally initiated to address the equity of access issue for a starter collection.

MOTION:

MOVE TO APPROVE THE RECOMMENDED REVISION TO THE CIRCULATION POLICY—LIMITS ON MATERIALS AND THE ACCOMPANYING CHART.

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

MOTION CARRIED.

Revision to the Collection Development Policy

Director Bohrer reported that the coordinators of youth and adult services reviewed the collection development policy and accompanying administrative guidelines for any needed revisions. They made three recommendations which were reviewed by the Library Board. The first recommendation was to include a generic statement in the youth services administrative guideline regarding the selection/purchase of materials that are safe, particularly for very young children. The second recommendation was to delete all reference to videotapes in the adult services administrative guideline because the format has been discontinued. The third recommendation was to add language to the DVD and *World Cinema* sections of the adult services administrative guideline in terms of multiple copies, retention, patron requests, etc.

MOTION:

MOVE TO APPROVE THE RECOMMENDED REVISIONS TO THE YOUTH AND ADULT SERVICE ADMINISTRATIVE GUIDELINE SECTIONS OF THE COLLECTION DEVELOPMENT POLICY.

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

MOTION CARRIED.

Award Bid for Lawn/Landscape Services

The Board reviewed the bids received and the staff recommendation regarding lawn/landscape services for the 2010-2011 fiscal year. Packets were mailed to 15

companies and a bid advertisement was placed in the Oakland Press. Eight contractors attended a required pre-bid meeting and five submitted bids. The low bidder, WH Canon, received excellent references and has successfully provided service in the past to the Library.

MOTION:

MOVE TO AWARD THE BID FOR LAWN AND LANDSCAPE MAINTENANCE SERVICES AT BOTH FACILITIES TO THE LOW BIDDER, WH CANON, FOR THE 2010-2011 FISCAL YEAR AT A COST OF \$13,155.00.

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

MOTION CARRIED.

Award Bid for Cisco SmartNet Maintenance Coverage

The Board reviewed the bids received for the Cisco SmartNet maintenance contract, as well as the staff recommendation. The contract covers the networking equipment at both facilities. The bid packet was sent to eight vendors and an advertisement was placed in the Oakland Press. Three bids were received.

MOTION:

MOVE TO AWARD THE BID FOR THE ANNUAL CISCO SMARTNET MAINTENANCE CONTRACT TO THE LOW BIDDER, GLOBAL GOVERNMENT/EDUCATION SOLUTIONS, FOR A COST OF \$24,677.26.00.

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

MOTION CARRIED.

Approval of The Library Network Plan of Service

Director Bohrer reviewed the proposed changes to the cooperative's plan of service. The major change, which doesn't impact our Library, addressed how financial

assets/operations would be handled by The Library Network for the shared automation system (SAS). The SAS participants wanted to make sure that their needs are properly met by the cooperative and their capital funds are not co-mingled with the rest of the cooperative's finances. The other significant revision, which does impact our Library, included language that addressed the distribution of net asset should the cooperative dissolve. Continued reduction in state aid, which is a major funding source for the cooperative, could make such a scenario a possibility. Director Bohrer recommended approval of the plan of service.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE LIBRARY NETWORK'S PLAN OF SERVICE.

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

MOTION CARRIED.

Director Bohrer was asked to notify The Library Network of the Board's action.

The meeting was adjourned at 8:25 p.m.

Carol Kravetz, Secretary