

**Minutes for the  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
February 13, 2008**

**Present:** Bordman, Kravetz, Macon, Meyer, Osthaus, Bohrer  
Jo Jensen, West Bloomfield resident  
John Moran, West Bloomfield resident  
Michael Sugar, West Bloomfield resident

**Absent &  
Excused:** Holtz

**Call to Order**

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

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE FEBRUARY 13, 2008 BOARD MEETING WITH THE ADDITION OF SISTER LIBRARY VISIT UNDER NEW BUSINESS.**

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

**Public Comment**

Michael Sugar, a West Bloomfield resident, asked the Board to consider using larger, darker font on the checkout receipts. He felt current receipts were difficult to read. He also pointed out that the Township had gone to paperless Board meetings with all documents posted on the web for public review and suggested the Library consider moving in that direction.

## **Westacres Subdivision Paving Project**

Two representatives from the Westacres subdivision, Jo Jensen and John Moran, gave a status update on the paving project. The subdivision was able to obtain a majority of signatures in favor of the project by both frontage and households prior to the Library signing in favor of the petition. The representatives asked if the Library's payment could be made to the subdivision association rather than to the Oakland County Road Commission. The Board informed Jensen and Moran that the Library's payment must be made through the Oakland County Road Commission.

### **MOTION:**

**MOVE TO REAFFIRM THE BOARD'S PREVIOUS DECISION TO PAY THE LIBRARY'S PORTION OF THE WESTACRES SUBDIVISION PAVING PROJECT AND DIRECTED BOHRER TO SEND THE REQUIRED NOTIFICATION LETTER TO THE OAKLAND COUNTY ROAD COMMISSION.**

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

The representatives thanked the Board for agreeing to pay the Library's share of the project.

## **Presentation on Upgraded Online Catalog Features**

Jill Bickford, adult services librarian, demonstrated the new features of the upgraded online catalog, including ratings of items (media and print), comments on items (media and print), reading history (an opt-in service), saved searches (alerting a user to new additions to the collection based on established parameters), book bag, and customized database selection. Staff members plan to publicize and educate users on the new features in the coming months.

## **Approval of Public Budget Meeting Minutes**

### **MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE PUBLIC HEARING ON THE 2008-2009 BUDGET HELD ON JANUARY 9, 2008.**

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

## **Approval of Board Minutes**

### **MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE JANUARY 9, 2008 MEETING.**

Moved: Osthaus; Second: Bordman

Ayes: Osthaus, Bordman, Kravetz, Macon, Meyer

Nays: None

**MOTION CARRIED.**

## **Financial Report**

The January 2007 financial report was accepted.

## **Director's Report**

Director Bohrer reported that a review of the two options available to upgrade the nine user checkout workstations located at both facilities was conducted. The workstations are scheduled to be upgraded in the current fiscal year as part of the Board's approved information technology replacement plan. The Innovative Interfaces, Inc. solution is the superior option due to its interoperability capability, future product development potential and, most importantly, cost. The Innovative solution is half the price of the Checkpoint solution and in future years will be even less. The Innovative Interface solution was tested by library users over a period of a month at the Main Library with excellent public feedback.

### **MOTION:**

**MOVE TO APPROVE THE PURCHASE OF THE INNOVATIVE INTERFACES, INC. SOLUTION FOR THE SCHEDULED UPGRADE OF THE NINE CHECKOUT WORKSTATIONS LOCATED AT BOTH FACILITIES FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.**

Moved: Meyer; Second: Bordman

Ayes: Meyer, Bordman, Kravetz, Macon, Osthaus

Nays: None

**MOTION CARRIED.**

Director Bohrer also reported on the following:

- The Police Department was contacted on the evening of January 16, 2008 to conduct a walk through the Main Library facility to assist in addressing behavioral problems.

- Focus groups are being held with seniors who regularly use the Library to assist the adult services department in developing more and/or improving services for seniors.
- A “passport fair” was held on Saturday, January 19, 2008 in partnership with the West Bloomfield Post Office, at which 163 applications were processed.
- The first session of the *Baby Play Group* program with Beaumont Hospital speech and language pathologists present was very successful.
- An adult services staff member has been invited to present at Oakland County’s 2008 Pre-Business Research workshops.
- Customer services strategies are now being implemented in the circulation department at the Main Library to address issues raised in the 2007 customer satisfaction survey.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$273,470.57 AND RATIFY EXPENSES INCURRED SINCE JANUARY 9, 2008 IN THE AMOUNT OF \$167,239.45.**

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

**MOTION CARRIED.**

## **Special Board Meeting to Award Capital Maintenance Bid**

TMP Associates continues to work on the review of the bids received for capital maintenance items at both facilities. A post bid addendum has added more time to the process than originally anticipated. Director Bohrer reported that the firm has asked that a special board meeting be scheduled to review and award the bid prior to the next regular meeting.

### **MOTION:**

**MOVE TO SCHEDULE A SPECIAL BOARD MEETING TO REVIEW AND AWARD THE BID FOR CAPITAL MAINTENANCE ITEMS FOR MONDAY, MARCH 10, 2008 AT 5:00 P.M. SUBJECT TO THE AVAILABILITY OF TRUSTEE HOLTZ AND ADJUSTING THE START TIME BASED ON HER WORK SCHEDULE.**

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

**MOTION CARRIED.**

Director Bohrer was asked to post appropriate public notice of the special meeting.

### **Sister Library Visit**

Bohrer reported that representatives from our Sister Library in Japan will visit West Bloomfield after the International Federation of Library Associations Conference being held in Ontario. They are expected to arrive on Friday, August 15, 2008 and stay for two days. A schedule of activities should be developed for the visit. Trustees Kravetz and Osthaus agreed to assist staff with the development of events/plans.

The meeting was adjourned at 9:15 p.m.

---

Wendy Osthaus  
Deputy Secretary-Treasurer