

**Minutes for the  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
Wednesday, February 11, 2009**

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

**Absent:** None

**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 FEBRUARY 11, 2009 MEETING.**

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

**MOTION CARRIED.**

**Friends of the Library Report**

Trustee Osthaus reported on the successful Friends of the Library Book Sale held over the weekend of January 24-25, 2009, which netted a profit of \$8,100.00.

**Approval of Minutes—Budget Hearing**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE JANUARY 14, 2009 PUBLIC HEARING ON THE 2009-2010 FISCAL YEAR BUDGET.**

Moved: Osthaus; Second: Macon

Ayes: Osthaus, Macon, Bordman, Meyer, Kravetz, Holtz  
Nays: None  
**MOTION CARRIED.**

### **Approval of Minutes—Regular Meeting**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE JANUARY 14, 2009 MEETING.**

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

### **Financial Report**

The Board reviewed the financial statements for January 2009 and discussed the projected decline in property tax revenue and the uncertainty of state aid to public libraries revenue. The Board directed Bohrer to develop a three year budget projection once the 2009 SEV for West Bloomfield is known.

The January 2009 financial statements were accepted.

### **Director's Report**

Director Bohrer reported on:

- Outreach service has been established with the two new preschools located at the Corners facility (Walnut Lake Road west of Inkster Road), which is located within our legal service area.
- The Library has established a gaming website at <http://gamer.wplib.org> to promote and manage the Library's gaming tournaments.
- A service plan was developed by the youth services department to address the collection, resources, services, programming, and physical environment needs of 'tweens (ages 9-12), which are currently underserved by the Library. The plan will serve as a blueprint for improving and promoting services to 'tweens.
- Progress completed, since the last Board meeting, on the capital maintenance/improvement project for this fiscal year.
- Property tax revenue projections prepared by the Township assessor.
- The Governor's plans to dismantle the Department of History, Arts and Libraries and transfer the Library of Michigan to the Department of Management and Budget.

- A firewall has been installed at the Metro Net Consortium co-location site, which will disallow unwanted traffic patterns in order to increase the response time of our Internet connection.
- In addition to the monthly electronic *Grow Up Reading* Newsletter, the Library will issue a monthly Reader's Newsletter and a weekly media-oriented newsletter, which will focus on new DVD releases and new DVD titles added to the collection. These opt-in newsletters will begin with the new fiscal year.
- The impact of the federal stimulus package on public libraries.
- The status of the Consumer Product Safety Improvement Act (CPSIA) and its impact on public libraries. The American Library Association is working to get libraries exempted, since library books are safe.

The Director's Report was accepted.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$392,447.05 AND RATIFY EXPENSES INCURRED SINCE JANUARY 14, 2009 IN THE AMOUNT OF \$174,208.36.**

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

**MOTION CARRIED.**

## **Revision of Circulation Policy #8—Holds on Materials**

Bohrer reviewed the proposed change in the policy, which is reducing the time an item sits on the hold shelf from 9 days to 7 days. This change should increase the turnaround time of highly popular, in-demand materials. Results of the community telephone survey supports quicker turnaround.

### **MOTION:**

**MOVE TO APPROVE THE PROPOSED REVISION TO CIRCULATION POLICY #8—HOLDS ON MATERIALS WHICH CHANGES THE TIME AN ITEM SITS ON THE HOLD SHELF FROM 9 DAYS TO 7 DAYS.**

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

**MOTION CARRIED.**

## **Board Comments—Telephone Survey Results**

Board members provided comments on how to address the survey results including:

- Continue to improve the materials collection, particularly new books and media, to meet community needs and demand. Allocate the materials budget to align with community usage patterns.
- Continue to review acquisitions/materials handling operations to determine how to maximize efficiencies in getting new purchased materials out to the public and returned items back on the shelf as soon as possible.
- Continue to move forward with the project to downsize the adult services information desk at the Main Library in order to gain more study seating at the Main Library.
- Conduct a space study of the lobby/casual study area at the Main Library to determine methods for better utilization of the space and options for improvement of the “café.”
- Continue to promote the Library’s resources, services and programs through a variety of methods and outlets.
- Continue to market collections through attractive displays within both facilities.

The meeting was adjourned at 8:40 p.m.

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Carol Kravetz, Secretary