

**Minutes for the
West Bloomfield Township Public Library
Board of Trustees Meeting
January 9, 2008**

Present: Bordman, Kravetz, Holtz, Macon, Meyer, Osthaus, Bohrer
Pennington, Barber—TMP Associates

Absent: None

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 JANUARY 9, 2008 MEETING.

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

MOTION CARRIED.

Update on Capital Maintenance Bid Process

The representatives from TMP reported that six bids were received; a seventh did not meet the bid specifications and was dropped. Initial interviews were held with the two lowest bidders at which references were received, bid information reviewed and inconsistencies between the way bidders interpreted bid requirements identified. After the owner's initial review, it was decided that a more complete set of resumes should be requested, including a list of comparable work and a list of references/comparable work from major sub-trades.

TMP representatives suggested that a post bid addendum be issued to the four lowest bidders which will address some change in work scope, including metal bench refinishing and additional areas of carpet replacement, and clarify any bid questions raised by bidders during the review process, such as lifting of shelving to accommodate carpet replacement. The Board emphasized that all details and additional scope work

must be addressed because change orders would not be welcomed. A timeline was reviewed for the proposed action, which includes the Board reviewing an award recommendation at the February meeting.

The Board discussed the need to keep the Library open throughout the maintenance work, making the safety of users and staff a top issue, as well as completion of the project in a quick and timely fashion.

The Board commended the TMP representatives for their comprehensive review process.

Correspondence

The Board received correspondence from Jo Fenstermaker thanking them for the recognition she received for almost twenty years of service on the Library Board of Trustees.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES OF THE DECEMBER 12, 2007 MEETING.

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

Financial Report

The December 2007 financial report was accepted.

Director's Report

Director Bohrer reported on the following:

- The attorney for the Metro Net Consortium has sent Netlink Software Group, the consortium's previous Internet service provider, a detailed letter outlining the consortium's viewpoint regarding the discontinuation of contractual arrangements.

- Just under 300 museum passes were circulated in November/December 2007. The new service has been well received.
- The West Bloomfield Eccentric newspaper requested answers for an article on the status of Township government. A response was prepared and should appear in an upcoming issue.
- The “big picture” conclusions have been identified regarding the Library’s focus on early childhood space, which will hopefully be shared with the library community through an article in a professional journal. The conclusions came as a result of the early childhood environment evaluation/study discussed at last month’s meeting and hands-on experience over the past eight years.

The Director’s Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$209,156.54 AND RATIFY EXPENSES INCURRED SINCE DECEMBER 12, 2007 IN THE AMOUNT OF \$82,203.58.

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

2008-2008 Fiscal Year Budget

MOTION:

MOVE TO APPROVE THE 2008-2009 FISCAL YEAR BUDGET IN THE AMOUNT OF \$6,522,650.00.

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

Cisco Smart Net Maintenance Contract Bid Award

The Board reviewed the staff recommendation regarding the network electronics maintenance contract. While the bid was posted in the newspaper and sent directly to

13 firms on the bid list, only 1 bid was received. The bid price is competitive with what the Library has paid for coverage over the last three years.

MOTION:

MOVE TO AWARD THE LIBRARY'S CISCO SMARTNET COVERAGE ON NETWORK ELECTRONICS TO DYNTEK AT A COST OF \$18,540.10.

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

MOTION CARRIED.

Board Comments

President Kravetz reported that the Walled Lake Schools ESL program is being scaled down. Director Bohrer will inform appropriate staff.

The meeting was adjourned at 8:10 p.m.

Judith Holtz, Secretary