

**Minutes for the
West Bloomfield Township Public Library
Public Hearing on the 2009-2010 Budget
January 14, 2009**

Present: Holtz, Kravetz, Bordman, Osthaus, Macon, Meyer, Bohrer
Absent: None

Call to Order

President Bordman called the public hearing on the 2009-2010 fiscal year budget to order at 7:15 p.m.

Approval of Agenda

MOTION:

**MOVE TO APPROVE THE AGENDA FOR THE PUBLIC HEARING ON THE
2009-2010 FISCAL YEAR BUDGET.**

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

MOTION CARRIED.

The Board reviewed the revenue projections for the budget. It was decided to reduce property tax revenue income by \$247,371 due to the uncertainty at this point in time of foreclosure/economy impact on the SEV. The revenue reduction will require the elimination of any transfers to the Capital Improvement and Automation Development Fund and the Accrued Benefits Fund. Once the 2009 SEV is known, if there is additional decrease in property tax revenue, it can be addressed at the mid-year budget adjustments in August 2009. If the SEV remains stable, the fund transfers can be reinstated. The overall decrease in revenue is 5.3%, which is also due to the potential loss in state aid to public libraries.

There being no public present with questions regarding the budget, the budget with the reduction in property tax revenue will be submitted for adoption at the January 14, 2009 board meeting.

The public hearing was adjourned at 7:30 p.m.

Carol Kravetz, Secretary

**Minutes for the
West Bloomfield Township Public Library
Board of Trustees Meeting
Wednesday, January 14, 2009**

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

Absent: None

Call to Order

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

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE JANUARY 14, 2009 MEETING.

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

Public Comment

On behalf of the Friends of the Library, Trustee Macon reported that the Friends' Booksale is scheduled for the weekend of January 24-25, 2009 at the Main Library. The preview sale for members will be held on Friday, January 23, 2009.

Correspondence

A letter was received from Makiko Noda, the librarian from the Awaji City Higashiura Public Library. She sent photographs of her current Sister Library exhibition, as well as popular Japanese children's books for our Library's collection.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE DECEMBER 10, 2008 MEETING.

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

Financial Report

The December 2008 financial statements were accepted.

Director's Report

The Awareness, Attitude and Usage Survey Final Report prepared by WJSchroer was distributed. Bohrer reported that the results were extremely favorable, particularly in terms of attribute ratings. Key findings included:

- 75-80% of West Bloomfield Township residents are Library users.
- Just over 1/3 of users visit the Library one or more time each week. Slightly more than 44% visit one to multiple times each month. About 22% visit less than monthly to one time per year.
- Users rated the "Library overall" at 6.64 on a 7-point scale, with 7 being "Excellent" and 1 being "Very Poor."
- Three out of four users rated customer service at 7, the highest possible level. Overall, the customer service score was 6.55.
- Users view the Library as highly important to the quality of life in the Township, with an overall average score of 6.49 out of 7, with 7 being "Exceptionally Important" and 1 being "Not Important At All." Almost no scores fell below 4. Non-users also view the Library as important to the overall quality of life with an average score of 6.11.
- Library users suggested some areas in which improvement is needed including more new books and bestsellers, more DVD's, a better café, additional study space, more promotional efforts regarding services and resources and increased library hours.
- Staff availability and ambience of the facilities were highly rated.

Director Bohrer will have all staff members review and discuss the results at the department level. The administrative team will consider ways to further improve library operations based on survey results and staff input. President Bordman suggested that the Board further discuss the survey results at the March meeting. Director Bohrer was asked to distribute a press release about the results to the local newspapers.

The Board accepted WJSchoerer's report.

Director Bohrer also reported on:

- The need to address the significant heat build-up that is occurring in one of the two IDF closets at the Main Library, as well as the failing air-conditioning unit in the computer head-end room in the basement. Computer equipment is in danger of damage if the problems are not addressed. Director Bohrer had representatives from TMP Associates assess the situation and provide a recommendation. All work will be competitively bid with specifications developed by the Library's architectural firm and approved by the Board.
- A behavioral warning letter was issued to an individual that exhibited loud, disruptive and belligerent behavior on January 2, 2009, which is a violation of the Library's Rules of Conduct.
- The outdoor benches and tables at both facilities were sent out for electro-static painting on January 5, 2009.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$244,601.98 AND RATIFY EXPENSES INCURRED SINCE DECEMBER 10, 2008 IN THE AMOUNT OF \$177,533.11.

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

MOTION CARRIED.

Approval of 2009-2010 Fiscal Year Budget

The Board reviewed the budget and decided to reduce property tax revenue by \$247,371 due to the uncertainty at this point in the time of the foreclosure/economy impact on the SEV. The reduction will require the elimination of transfers to the accrued benefits fund and the capital improvement and automation development fund. The budget will need to be closely examined at the mid-year point to determine what, if any, additional cuts may be needed.

MOTION:

MOVE TO APPROVE THE AMENDED BUDGET FOR THE 2009-2010 FISCAL YEAR IN THE AMOUNT OF \$6,175,279.00.

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

MOTION CARRIED.

Award Bid for Lawn Services and Landscape Beds/Plants Maintenance for Both Facilities

The Board discussed the bids received for lawn and beds/plants maintenance covering the period of April 2009 through November 2009, as well as the information received from references. The bid was advertised in the Oakland Press and a mandatory pre-bid meeting was held on November 25, 2008.

MOTION:

MOVE TO AWARD THE BID FOR LAWN AND LANDSCAPE BEDS/PLANTS MAINTENANCE FOR BOTH FACILITIES TO LOW BIDDER TOTAL LAWN CARE, INC. AT A COST OF \$10,883.00, WITH A ONE YEAR OPTION TO RENEW.

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

Reciprocal Borrowing Agreement with Detroit Public Library

Director Bohrer reported that the agreement, which covers residents of West Bloomfield and our contract communities of Keego Harbor, Sylvan Lake and Orchard Lake, would allow free access to all collections at the Detroit Public Library, including the Burton Historical Collection.

MOTION:

MOVE TO APPROVE THE RECIPROCAL BORROWING AGREEMENT WITH THE DETROIT PUBLIC LIBRARY FOR A PERIOD OF THREE YEARS BEGINNING FEBRUARY 1, 2009.

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

The meeting was adjourned at 8:35 p.m.

Carol Kravetz, Secretary