

**Minutes for the
West Bloomfield Township Public Library
Board of Trustees Meeting
June 11, 2008**

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

**Absent &
Excused:** Bordman

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 JUNE 11, 2008 MEETING WITH A CHANGE IN THE ORDER OF ITEMS TAKING #9A SECURITY CAMERA SYSTEM UPGRADE IMMEDIATELY FOLLOWING THE APPROVAL OF THE AGENDA.

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

MOTION CARRIED.

Upgrade to Security System

The Board reviewed the proposal submitted by Bill Rogers from Absolute Security & Investigations regarding the upgrade to the current security camera system. Bohrer explained that Mr. Rogers took the input provided by the Library Board and staff members regarding areas that need camera coverage and walked both facilities with Director Bohrer and IT Coordinator Pesale to suggest camera placement. Equipment pricing is based on the Oakland County bid list extended to West Bloomfield Township for Pelco equipment, which includes digital video recorders to be housed at each facility. The coverage includes the entire exterior perimeter of the Main Library and all but the Commerce Road side of the Westacres Branch. The entire parking lot is covered at the Westacres Branch. At the Main Library, the north parking lot and the original south parking lot is covered. All exits/entrances at both facilities are covered, including

outdoor terraces. In each facility about 2/3 of the interior space is covered, including areas that have been vandalized in the past. At the Main Library, there is coverage also in the isolated basement where the Friends of the Library book sale personnel work on a regular basis. The Main Library will have 62 cameras at a cost of \$78,601.66 and the Westacres Branch will have 16 cameras at a cost of \$22,372.01. IT Coordinator Pesale discussed how the system will be tied to our existing infrastructure. Director Bohrer reported that the funds are earmarked for this purpose in the Capital Improvement and Automation Development Fund.

MOTION:

MOVE TO ACCEPT THE PROPOSAL FROM ABSOLUTE SECURITY & INVESTIGATIONS FOR A DIGITAL SECURITY CAMERA SYSTEM FOR BOTH FACILITIES TO BE PAID FOR FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

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

MOTION CARRIED.

Mr. Rogers provided the Board with a tentative installation schedule, which projected two weeks for the Main Library and one week for the Westacres Branch. The system should be fully operational by mid-August 2008.

The Board reviewed a draft security camera policy developed by Director Bohrer based on the Board's discussion of the topic at the March 19, 2008 Board meeting. The policy clarifies operational issues and the treatment of archived images as library records subject to the Library's privacy policy, which supports the Michigan Library Privacy Act. The West Bloomfield Police Department will be given access to real time images, when necessary.

MOTION:

MOVE TO ADOPT THE SECURITY CAMERA SYSTEM POLICY.

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

MOTION CARRIED.

Friends of the Library Update

Trustee Osthaus reported that the Friends of the Library held a very successful June book sale earning \$8,000. In addition, the Friends held an annual meeting on May 22, 2008 with over 70 people in attendance.

Approval of Minutes

MOVE TO APPROVE THE MINUTES FOR THE MAY 14, 2008 MEETING.

Moved: Osthaus; Second: Macon

Ayes: Osthaus, Macon, Kravetz, Holtz, Meyer

Nays: None

MOTION CARRIED.

Financial Report

The May 2008 financial report was accepted.

Director's Report

Director Bohrer reported on the following:

- A six month (6) suspension of library privileges was issued to an individual who violated the Library's Rules of Conduct. The West Bloomfield Police Department was notified and an officer was dispatched to provide assistance during the incident.
- In terms of the capital maintenance improvement project, painting has been completed at the Main Library, as well as the refinishing of baseboard woodwork. The installation of the engineered stone in the lobby, casual study, meeting room and inside book drop areas at the Main Library has started and should be completed by mid-June. The wall panels in the three small group study rooms have been replaced.
- The Library was recognized as a "community investor" sponsor, by the Greater West Bloomfield Community Coalition for Youth. A plaque was presented to the Library for its continued support of youth and families.
- Staff members attended the Visions 2008 Vendor Fair at the Washtenaw Community College to obtain information on low vision aids for use within the Library.
- The Library's summer reading club kickoff is scheduled for June 14, 2008 from 10:00 a.m. to 6:00 p.m. Channel 15 has requested to tape the event, as part of the 175th West Bloomfield birthday celebration.

The Director's report was accepted.

Accounts Payable

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$349,676.46 AND RATIFY EXPENSES INCURRED SINCE MAY 14, 2008 IN THE AMOUNT OF \$82,512.45.

Moved: Meyer; Second: Osthaus

Ayes: Meyer, Osthaus, Kravetz, Holtz, Macon

Nays: None

MOTION CARRIED.

Addition of New Material Formats to Circulation Policy

The Board reviewed the additions of the new youth book group kit and video game formats to the circulation parameters chart and the library card chart. Director Bohrer pointed out that the teacher loan, institution loan and limits on materials policies will also require a few minor changes clarifying the new formats.

MOTION:

MOVE TO ADOPT THE REVISIONS TO THE CIRCULATION PARAMETERS CHART, THE LIBRARY CARD CHART, CIRCULATION POLICY #7 LIMITS ON MATERIALS, CIRCULATION POLICY #19 INSTITUTION LOAN POLICY AND CIRCULATION POLICY # 21 TEACHER LOAN POLICY.

Moved: Macon; Second: Holtz

Ayes: Macon, Holtz, Kravetz, Meyer, Osthaus

Nays: None

MOTION CARRIED.

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

Judith Holtz, Secretary

