

**Minutes for the  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
Wednesday, June 10, 2009**

**Present:** Bordman, Holtz, Kravetz, Macon, Meyer, Osthaus, Bohrer  
Robert Pesale, IT Coordinator  
Steve Smith, TMP Associates, Inc.

**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 WITH OLD BUSINESS ITEMS 9A AND 9B MOVED TO THE TOP OF THE AGENDA TO ACCOMMODATE THE PRESENTORS.**

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

**MOTION CARRIED.**

**Downsizing Adult Information Desk Project—Reflected Ceiling/Interior Improvement Specifications**

Steve Smith from TMP Associates, Inc. reviewed the bid specifications developed for a change in the current reflected ceiling plan related to the downsizing of the information desk and other interior improvements at both facilities. The bid format will allow the Board to easily select various aspects of work to be completed, as necessary.

**MOTION:**

**MOVE TO APPROVE THE BID SPECIFICATIONS AS PREPARED AND PRESENTED BY TMP ASSOCIATES, INC. FOR REFLECTIVE CEILING PLAN CHANGES/INTERIOR IMPROVEMENTS.**

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

**MOTION CARRIED.**

Smith also reported that the air conditioning bids were publicly opened on June 9, 2009 at the Main Library. The two low bidders have been interviewed. Each bidder has a method to keep the head-end servers operational for all but a few hours during the project. References are currently being checked. Due to long lead times for equipment orders, Smith suggested the Board hold a special meeting to award bids during the week of June 29, 2009.

Director Bohrer commended Drew Pennington from TMP Associates, Inc. who worked to get the field carpet replaced at no charge, including related moving charges, throughout the entire youth room at the Westacres Branch and in the youth services workroom at the Main Library.

**Computer Air Conditioning Replacement Project Impact on Public Service**

Robert Pesale, IT Coordinator, reviewed his report which outlines the various scenarios to maintain crucial portions of operational service during the shutdown of the head-end servers during the air conditioning project. While it seems that it may now be possible to accomplish the air condition replacement work without interruption of service, the report does serve as a blueprint for future emergency situations. The Board commended Pesale on his comprehensive report.

**Friends of the Library**

Trustee Macon reported on the Friends of the Library's summer book sale held on June 6-7, 2009. The successful sale earned \$8,300.00.

**Correspondence**

- The Board received an invitation to attend the Public Library Trustee Association of Oakland County's annual spring dinner on June 24, 2009.
- The Board received an invitation to attend the ground breaking ceremony at Marshbank Park on June 23, 2009.

## **Approval of Minutes**

### **MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MAY 18, 2009 MEETING.**

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

## **Financial Report**

The May 2009 financial statements were accepted.

## **Director's Report**

Director Bohrer reported on:

- The field carpeting in the youth services area at the Westacres Branch and in the youth services work area at the Main Library will be replaced at no cost by the vendor due to a defective backing, which causes the tile to “cup” when installed on concrete. The vendor will pick up all related moving costs as well.
- The Library is featured in the new *Why West Bloomfield* brochure which is being distributed to prospective homeowners by local realtors and relocation agencies.
- The Library will have a table display at the next “foreclosure extravaganza” sponsored by the Township on June 25, 2009 at Town Hall.
- The Library will bid out services for power washing, repair/replacement and sealing of exterior wood soffits at the Main Library per the Library’s capital maintenance plan.
- The Library has launched a monthly e-newsletter for book enthusiasts and a weekly e-newsletter entitled *Reel Time*, which will include information on new DVD releases.
- A problem with carpet dirt occurred due to the type of calcium chloride (high oil base composition) put down on the walkways during the winter months. The carpet had to be specially cleaned and all the dirt has still not come out and probably will not. The bid specifications for snow plowing will be changed to include a specific type/brand of calcium chloride. Additional carpet stock will need to be purchased, since selected soiled areas may need replacement.

## **Accounts Payable**

### **MOTION:**

**MOVE TO PAY ALL BILLS AND ACCOUNT DUE IN THE AMOUNT OF \$345,530.54 AND RATIFY EXPENSE INCURRED SINCE MAY 18, 2009 IN THE AMOUNT OF \$80,345.24.**

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

**MOTION CARRIED.**

## **Award Bid for Public Computer Workstations**

The Board reviewed the staff report and recommendation regarding the purchase of 4 public computer workstations with flatbed scanners and a 5 year warranty. The bid packet was emailed to all companies on the Library's bid list, as well as advertised in the Oakland Press. A total of 5 bids were received.

### **MOTION:**

**MOVE TO AWARD THE BID FOR 4 COMPUTER WORKSTATIONS WITH FLATBED SCANNERS AND A 5 YEAR WARRANTY TO HI-TECH SYSTEM SERVICES TWO, THE QUALIFIED LOW BIDDER, AT A TOTAL COST OF \$6,211.76 TO BE PAID FROM THE CAPITAL IMPROVEMENT/AUTOMATION DEVELOPMENT FUND.**

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

**MOTION CARRIED.**

## **Appointment of Wells Fargo Bank as Trustee of the Library's Defined Contribution Plan**

### **MOTION:**

**WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY HAS ESTABLISHED THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY DEFINED CONTRIBUTION AND BENEFIT PLAN AND RELATED TRUST (COLLECTIVELY REFERRED TO AS THE "PLAN") FOR THE EXCLUSIVE BENEFIT OF EMPLOYEES OF THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY WHO BECOME PARTICIPANTS THEREIN, AND**

**WHEREAS THE PLAN IS INTENDED TO QUALIFY UNDER THE INTERNAL REVENUE CODE OF 1986 AS AMENDED, AND**

**WHEREASE THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY NOW DESIRES TO AMEND THE PLAN,**

**NOW THEREFORE IT BE RESOLVED, THAT EFFECTIVE JUNE 20, 2009, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY DOES APPOINT WELLS FARGO BANK, N.A. AS SUCESSOR TRUSTEE OF THE PLAN, AND**

**FURTHER RESOLVED, THAT THE TERMS OF THE PLAN BE AMENDED TO SHOW THIS APPOINTMENT.**

**FURTHER RESOLVED, THAT THE PREVIOUS TRUSTEE IS REMOVED AND THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY WILL HOLD WELLS FARGO BANK AND ITS AFFILIATES HARMLESS AS SUCCESSOR TRUSTEE FROM ALL LIABILITY RESULTING FROM ACTS OF THE PREVIOUS TRUSTEE.**

**FURTHER RESOLVED, THAT THE PROPER OFFICERS OF THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BE, AND EACH OF THEM HEREBY IS, AUTHORIZED AND DIRECTED TO EXECUTE AND DELIVER THE PLAN AND RELATED DOCUMENTS AND SUCH AMENDMENTS THERETO, AS MAY FROM TIME TO TIME BE REQUIRED, TO THE APPROPRIATE FEDERAL AGENCIES TO ENSURE COMPLIANCE WITH ERISA, INCLUDING THE QUALIFICATION OF THE PLAN AND THE EXEMPTION OF THE TRUST UNDER APPLICABLE LAW, TO THE EXTENT APPLICABLE, AND TO MAKE SUCH ADDITIONAL AMENDMENTS AS SUCH OFFICER DEEMS NECESSARY OR DESIRABLE, ALL WITHOUT FURTHER APPROVAL OF THE BOARD, EXCEPT AS TO ANY MATTER WHICH COUNSEL FOR THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY AND ANY SUCH OFFICER DEEMS TO CONSITUTE A SUBSTANTIVE AND MATERIAL CHANGE IN THE PROVISIONS OF THE DOCUMENTS APPROVED ABOVE.**

**FURTHER RESOLVED, THAT ANY ACTION AUTHORIZED BY ANY OF THE FOREGOING RESOLUTIONS, WHICH HAS BEEN TAKEN PRIOR TO THE DATE HEREOF BE, AND THE SAME HEREBY IS, RATIFIED AND CONFIRMED IN ALL RESPECTS.**

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

**MOTION CARRIED.**

## **Special Board Meeting**

### **MOTION:**

**MOVE TO SET A SPECIAL BOARD MEETING ON MONDAY, JUNE 29, 2009  
AT 5:30 P.M. IN THE CONFERENCE ROOM AT THE MAIN LIBRARY TO  
AWARD BIDS FOR THE COMPUTER AIR CONDITIONING PROJECT AND  
THE REFLECTIVE CEILING/INTERIOR IMPROVEMENT PROJECT.**

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

**MOTION CARRIED.**

The meeting was adjourned at 8:30 p.m.

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Carol Kravetz, Secretary