

**Minutes for the  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
March 19, 2008**

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

**Absent &  
Excused:** Holtz

**Call to Order**

President Kravetz called the meeting to order at 7:30 p.m.

**Approval of Agenda**

Bohrer asked that the two agenda items (10C Technology Plan for the Library of Michigan and 10D Discussion on Upgrade to Security Cameras) to be discussed with Rob Pesale, IT Coordinator, be moved to the first part of the meeting.

**MOTION:**

**MOVE TO APPROVE THE RE-ORDERED AGENDA AS REQUESTED.**

Moved: Meyer; Second: Osthaus

Ayes: Meyer, Osthaus, Bordman, Kravetz, Macon

Nays: None

**MOTION CARRIED.**

**Technology Plan for the Library of Michigan**

IT Coordinator, Robert Pesale, explained that the Library must have a technology plan on file with the Library of Michigan in order to receive Universal Service Funds for telecommunications. The Library's current plan is about to expire, so a revision is being submitted covering the period of 2008-2011. The plan format is dictated by the Library of Michigan and documents existing technology and its uses, future goals and objectives related to the use of technology, and staff training.

**MOTION:**

**MOVE TO APPROVE THE SUBMISSION OF THE 2008-2011  
TECHNOLOGY PLAN TO THE LIBRARY OF MICHIGAN.**

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

**Upgrade to Security Cameras**

The Board discussed various aspects of the upgrade to security cameras, so that a request for bid proposal could be developed. It was decided that as much coverage as possible throughout both facilities would be appropriate, including the basement at the Main Library. Trustee Osthause commented on providing security and peace of mind for members of the Friends of the Library who work in the basement, particularly on weekends. The parking lots and terraces should also be covered. There will be two separate servers to cover the two facilities. Cameras will be visible, yet unobtrusive. Digital images will be kept for a period of time and then destroyed, unless related to some type of incident report. Images that identify library users will be considered library records subject to the Library Privacy Act. Bohrer will draft a policy for discussion at a future meeting and Pesale will develop bid specifications.

**Approval of Minutes**

**MOVE TO APPROVE THE MINUTES FOR THE FEBRUARY 13, 2008  
MEETING.**

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

**MOVE TO APPROVE THE MINUTES FOR THE MARCH 10, 2008  
SPECIAL MEETING.**

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

## **Financial Report**

Bohrer reviewed the survey information being requested by Plante & Moran as a result of the new standards prior to the audit for fiscal year 2007-2008. Staff will prepare the surveys by the requested deadline. Representatives from the audit firm will attend the next board meeting to inform the Board of the new audit standards process.

The February 2008 financial report was accepted.

## **Director's Report**

Director Bohrer reported on the following:

- The state librarian is proposing a new model for state aid distribution that would ultimately phase out direct aid to library cooperatives over a three year period. The proposed model may instead provide direct state aid support for online databases, MelCat resource sharing and delivery as key statewide resources, all items that benefit our Library's ability to serve the community. Heavy users of library cooperative services, our Library not being one, are concerned about the proposal, since cooperatives could be disbanded. The proposed model reflects a shift in philosophy, moving away from a regional cooperative model to statewide services. The model is currently being discussed within the library community across the state.
- The Library has already reserved the Healthier Ever After traveling exhibit from the Cleveland's Children's Museum for use in the youth services area at the Main Library during May 2009. The Friends of the Library will be asked to financially support the exhibit.
- A drop-in after school activities program began at the Main Library on March 3, 2008, which is the result of collaboration between the Library and the Greater West Bloomfield Youth Coalition. Rob Pesale demonstrated for the Board some of the video games used in the program. Many middle schoolers that spend time in the Library in the afternoon and early evening are taking advantage of the program.
- Statistics still do not bear out the complaint sometimes received from users that people are taking out handfuls and handfuls of new DVD's at one time. Staff periodically runs a statistical report to monitor new release DVD checkout activity.
- The Access to Electronic Information Policy has been reviewed with all staff members at both faculties.
- Usage information has been sent to the City of Keego Harbor because the Council will again be reviewing the library services contract.
- A new electronic resource, entitled the *Home Improvement Reference Center*, was recently made available at the Online Library.

- The 2008 RAP program launched on February 25, 2008 will run through April 11, 2008. Six book titles are featured this year in this collaborative reading program with the West Bloomfield middle schools.
- The Rhode Island Office of Library and Information Services has requested that our Library make a presentation on the design of youth space to support early childhood literacy at their upcoming May 5, 2008 statewide meeting. All expenses will be paid for by the state library of Rhode Island. Barb Shumer, youth services librarian, has been assigned to make the presentation.
- Our Library has been selected to present a program entitled *Ready, Set READ!* at the Public Library Association National Conference on March 28, 2008. Presenters will be Barb Shumer and Penny Neef.
- Senator Mike Bishop has agreed to meet with members of the library community regarding the state's financial situation and funding for public libraries at the Rochester Hills Public Library on March 24, 2008. Director Bohrer plans to attend.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$316,763.85 AND RATIFY EXPENSES INCURRED SINCE FEBRUARY 13, 2008 IN THE AMOUNT OF \$188,173.38.**

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

## **Sister Library Visit**

Bohrer reported that the Friends of the Library have agreed to fund a dinner reception for the Japanese delegation at Matter of Taste on Friday, August 15, 2008. Trustee Osthaus will work on the details with the restaurant.

## **Final Budget Adjustments FY 2007-2008**

The Board reviewed final budget adjustments which included additional fund transfers into the capital improvements and automation development fund and the endowment fund. The Board also reviewed the capital maintenance project budget for next fiscal year, which includes the bid award for items, such as painting, woodwork refinishing, counter replacement, tile repair, carpet

replacement in high usage areas, etc. at both facilities and some re-upholstery of seating at the Main Library.

**MOTION:**

**MOVE TO APPROVE THE 2007-2008 FINAL BUDGET ADJUSTMENTS  
AND THE 2008-2009 CAPITAL MAINTENANCE PROJECT BUDGET.**

Moved: Osthhaus; Second: Macon

Ayes: Osthhaus, Macon, Bordman, Kravetz, Meyer

Nays: None

**MOTION CARRIED.**

**Results from Senior Focus Groups on Library Services**

The Board reviewed the very positive results received from senior focus groups held in February 2008. They greatly appreciated the service provided by staff members and the comfortable, clean and inviting ambiance of the facilities. In terms of materials, seniors would like to see more new release audio books, more large print titles in the *Book Group To-Go* kits, more DVD's of early television shows, more current release movies and older movies you won't find on AMC or other networks. They also would like to see more programs offered before students begin to arrive at 3 p.m. The adult services department developed an action plan based on the input received from the senior focus groups. The plan will be included as part of the 2008-2009 strategic plan initiatives.

The meeting was adjourned at 9:20 p.m.

---

Wendy Osthhaus, Deputy Secretary/Treasurer