

**Minutes for the
West Bloomfield Township Public Library
Board of Trustees Meeting
Wednesday, March 18, 2009**

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

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 FOR THE MARCH 18, 2009 MEETING.

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

Friends of the Library Report

Trustee Macon reported that the Friends of the Library Annual Luncheon is scheduled for May 21, 2009 at 11:30 a.m. Board members are welcome to attend. Trustee Osthaus reported that the Friendship will soon be selling Webkinz Jrs., which are geared to a 3-6 year old audience and promote pre-reading skills. The Friends have earned significant income from the sale of Webkinz over the past several years.

Correspondence

A letter was received from Dr. JoAnn Andrees, Superintendent of the West Bloomfield Schools, thanking the Library for its support of the district's Pine Tree reading program.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE FEBRUARY 11, 2008 MEETING.

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

Financial Report

The February 2009 financial statements were accepted.

Director's Report

Director Bohrer reported on:

- The Michigan Library Association has prepared a position paper on the proposed restructuring of government, which will eliminate the Department of History, Arts and Libraries. The Michigan Library Association will urge the Governor and State Legislature to maintain library services within state government and keep their functions whole under the Library of Michigan located in the Department of Education, Department of Management and Budget or Administrative Services. MLA's position is to also maintain state aid to public libraries at a level of \$10 million in 2009 and retain the position and role of the State Librarian.
- Children's author, David Lubar, visited 5 elementary schools in the West Bloomfield School District and spoke to 1,250 students as part of the Pine Tree reading program. The final Pine Tree reception was held at the Main Library on February 24, 2009 with 400 people in attendance.
- There is a problem with "cupping" of the carpet tiles in the youth services area at the Westacres Branch. The manufacturer has been contacted.
- Director Bohrer has received the 2009 American Library Association's Sullivan Award for supporting excellence in children's services. Bohrer was nominated by a colleague at the Baltimore County (MD) Public Library.
- The accomplishments for the 2008-2009 marketing plan, which included promotion of library services, resources and programs through a variety of outlets.
- The most recent addition to the Library's *Grow Up Reading* initiative, which is entitled Books for the Very Young, will be unveiled next month.
- Beaumont Hospital and the Library will be holding an early morning reception at the Main Library on May 14, 2009 to thank a resident who is donating a

defibrillator to each facility. Beaumont Hospital will be issuing the invitations to the event.

- The Library will be initiating a text messaging reference service, which is an initiative in the strategic plan. The Library will utilize the existing mail system and communicate through the outlook client. Users will text to a provided address.
- Library Design Associates drafted a plan to downsize the adult services information desk at the Main Library and reconfigure seating to maximize existing space. The existing information desk will be re-used, as well as existing signage. The desk downsizing/space reconfiguration will provide for 18 additional study seats and more shelving in the media collection. Additional study seating was a frequently requested item in the community telephone survey.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$379,162.64 AND RATIFY EXPENSES INCURRED SINCE FEBRUARY 11, 2009 IN THE AMOUNT OF \$112,518.29.

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

MOTION CARRIED.

Final Budget Adjustments

The Board reviewed the final adjustments which included an overall increase of revenue of \$10,303 primarily due to donations and the receipt of more state aid than anticipated. This helped to offset the \$38,000 loss of projected interest revenue. Operational expenditures were under budget by approximately 4% allowing for fund transfers to the capital improvements and automation development fund and the accrued benefits fund.

MOTION:

MOVE TO APPROVE THE FISCAL YEAR 2008-2009 FINAL BUDGET ADJUSTMENTS.

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

MOTION CARRIED.

Revision to Personnel Policy—Electronic Communication and Data Files

Bohrer reported that the Coordinator of Information Technology felt it was necessary to expand the personnel policy dealing with electronic communication and data files into four components: computer network security, password security, voicemail security and email security. Each section provides staff with information on their responsibilities.

MOTION:

MOVE TO APPROVE THE PROPOSED REVISIONS TO PERSONNEL POLICY #36—ELECTRONIC COMMUNICATION AND DATA FILES.

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

Revision to FMLA Policy

Bohrer advised the Board that the proposed revisions to the FMLA policy are required due to new regulations regarding members of the Armed Forces. The revisions were prepared by the Library’s labor attorney.

MOTION:

MOVE TO APPROVE THE PROPOSED REVISIONS TO PERSONNEL POLICY #15—LEAVE OF ABSENCE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA).

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

Revision to the Defined Contribution Benefit Retirement Plan

The Board reviewed the good faith amendment, already signed by President Bordman, which brings the Library’s defined contribution benefit retirement plan in compliance with code section 415.

MOTION:

MOVE TO RATIFY THE GOOD FAITH AMENDMENT TO COMPLY WITH THE FINAL REGULATIONS UNDER CODE SECTION 415 ALREADY SIGNED BY THE LIBRARY BOARD PRESIDENT.

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

MOTION CARRIED.

The meeting was adjourned at 8:20 p.m.

Carol Kravetz, Secretary