

**Minutes for the
West Bloomfield Township Public Library
Board of Trustees Meeting
May 14, 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 MAY 14, 2008 MEETING.

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

Correspondence

A letter was received from the Township Supervisor David Flaisher thanking the director for the use of the Main Library meeting room to host an Oakland County Road Commission federal aid meeting.

A letter was received from Township resident Jo Jensen informing the Library Board of an article that appeared in the Westacres Weekly newsletter thanking the Library for supporting the subdivision's paving project.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE APRIL 16, 2008 MEETING.

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

Financial Report

The April 2008 financial report was accepted.

Director's Report

Director Bohrer reported on the following:

- The Museum Adventure Pass program has been extended through October 2009 thanks to Macy's, the Library of Michigan Foundation and the Cultural Alliance of Southeast Michigan. Since its inception in October 2007, the Library has circulated 955 passes.
- The Oxford English Dictionary has been added to the online resources available at the Online Library.
- Painting and woodwork re-finishing of designated areas in the Main Library has started and will continue throughout the month of May.
- The Director provided a white paper on video gaming and public libraries discussing programming for all ages and materials collection development.
- The Library collection is now at 279,553 items, which is a 4% increase over last fiscal year. The media collection, which is a focus of collection development at this point in time, increased by 5,375 items over last fiscal year which is about a 19% increase. The materials turnover rate is 6.5, which is significantly higher than the state average of 1.9.
- The Westacres Branch is nearing a 50/50 percent circulation split between media and print, while the Main Library still circulates significantly more print than media with a 61/39 percent split. Circulation per capita was 25.3, the highest in Library history. The statewide circulation per capita average is 7.
- The Library received 9,739 items through interlibrary loan during the fiscal year and sent out 8,680 items.
- At fiscal year end, there were 79,093 cardholders—82% residents/contract communities and 18% reciprocal borrowers.

- Director Bohrer participated in the Greater West Bloomfield Community Coalition for Youth’s Dialogue Day. A follow-up meeting will be held between youth and community leaders at the Main Library on May 29, 2008. The Library plans to continue the successful after school activities program for middle school students next school year, in conjunction with the Coalition. In addition, video gaming programs for middle school students will be held during the summer months.
- Four representatives will be visiting from Japan and the Higashiura Public Library, our sister library, from August 14-16, 2008—Masao Osawa (former trustee of the Japan Library Association and writer), Fusako Inagaki (library science instructor from Kansai University), Yashuhiro Harada (chair of the Awaji city library board), and Makiko Noda (librarian at the Higashiura Public Library). The Friends of the Library are sponsoring a dinner in their honor at Matter of Taste on Friday evening, August 15, 2008.

Bohrer distributed a copy of the 2008 summer events brochure and previewed the 2008 summer reading club promotional video.

The Director’s Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$416,310.02 AND RATIFY EXPENSES INCURRED SINCE APRIL 16, 2008 IN THE AMOUNT OF \$107,981.16.

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

MOTION CARRIED.

Upgrade to Security System

Director Bohrer reported that the Township recently purchased security camera equipment to tie into the Police Department using prices from the Oakland County bid list. Representatives from the Police Department have expressed the desire to have all entities on the civic center site use the same equipment. The Township Supervisor approved extending the security camera bid list pricing to the Library and the vendor agreed. Use of the bid list pricing from Oakland County waives the Library’s requirement to conduct a competitive bidding process.

MOTION:

MOVE TO APPROVE USING THE OAKLAND COUNTY SECURITY CAMERA BID LIST PRICING THAT WAS EXTENDED TO WEST BLOOMFIELD TOWNSHIP.

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

MOTION CARRIED.

Director Bohrer reported that she is currently surveying staff for their input regarding camera coverage. A layout design with cost will be brought to the Board at a future meeting for review, keeping in mind the Board's input as well.

Strategic Plan Initiatives for Fiscal Year 2008-2009

The Board discussed the draft of the strategic plan initiatives for the coming fiscal year. Highlights include:

- Implement enhancements to services for seniors
- Develop and implement a more formalized plan of services specifically for 'tweens
- Implement further enhancements to the *Grow Up Reading* initiative
- Develop a *World Music* collection at the Main Library
- Upgrade software/hardware on the public computer workstations
- Develop a circulating video game collection at both facilities
- Upgrade the public checkout workstations at both facilities
- Add the "blue ray" high definition format to the DVD collection at both facilities

MOTION:

MOVE TO APPROVE THE 2008-2009 STRATEGIC PLAN INITIATIVES.

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

MOTION CARRIED.

Marketing Communication Plan for Fiscal Year 2008-2009

The Board reviewed the plan that was prepared by staff. The objective of the plan is to effectively use various types of communication (oral, print and virtual) to communicate

the value and promote resources, programs and services of the West Bloomfield Township Public Library.

The messages to be communicated during 2008-2008 are:

- The Library is a valuable resource that empowers you and improves the quality of your life.
- Reading is important no matter what your age and the Library has resources and programs for readers of all ages.
- The Online Library is @ your service 24 hours a day, seven days a week with a variety of convenient services to meet your needs.

MOTION:

MOVE TO APPROVE THE 2008-2009 MARKETING COMMUNICATION PLAN.

Moved: Osthau: Second: Meyers
Ayes: Osthau, Meyers, Holtz, Kravetz, Macon
Nays: None

MOTION CARRIED.

Capitalization Policy

Director Bohrer reported on the surveys that were recently filled out and provided to the auditors. One survey asked whether or not the Library had a capitalization policy. Even though there is an operational procedure in place covering capitalization, Bohrer suggested that the Library Board adopt a formal policy.

MOTION:

MOVE TO ADOPT THE CAPITLIZATION POLICY AS PREPARED BY THE DIRECTOR THAT REFLECTS OPERATIONAL PROCEDURE.

Moved: Holtz; Second: Meyers
Ayes: Holtz, Meyers, Macon, Kravetz, Osthau
Nays: None

MOTION CARRIED.

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

Judith Holtz, Secretary