

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

**Present:** Kravetz, Bordman, Macon, Holtz, Meyer, Bohrer  
Steve Smith and Ken Jenkins—TMP Associates, Inc.

**Absent &  
Excused:** Osthaus

**Call to Order**

President Bordman called the meeting to order at 7:00 p.m. She reported that the May 13, 2009 meeting had to be cancelled due to a lack of quorum and thanked Board members for their attendance at the rescheduled date.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE MAY 18, 2009 MEETING WITH THE ADDITION OF ITEM #6C AUDIT PLANNING LETTER FROM PLANTE & MORAN AND TO TAKE UP ITEM #9A—BID SPECIFICATIONS FOR AIR CONDITIONER REPLACEMENT WHEN THE REPRESENTATIVES FROM TMP ASSOCIATES, INC. ARRIVE.**

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

**MOTION CARRIED.**

**Friends of the Library**

Trustee Macon reported that the next used book sale sponsored by the Friends of the Library will be held at the Main Library on June 6-7, 2009, with a Friends preview sale on June 5, 2009. The Friends Annual Luncheon is scheduled for May 21, 2009.

## **Approval of Minutes**

### **MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE APRIL 14, 2009 MEETING.**

Moved: Holtz; Second: Kravetz

Ayes: Holtz, Kravetz, Macon, Bordman

Nays: None

Abstain: Meyer

**MOTION CARRIED.**

## **Financial Report**

The 13<sup>th</sup> month of the 2008-2009 fiscal year and the April 2009 financial statements were accepted.

The Board reviewed the 2009-2012 statewide book/media vendor discounts, including Amazon.com, Baker & Taylor, Barnes & Noble, Book House, Borders, Brodart, BWI, Emery-Pratt, Follett, Ingram, Scholastic, etc. prepared by The Library Network.

The Board reviewed the planning letter sent by Plante & Moran regarding the upcoming audit.

## **Bid Specifications for Air Conditioner Replacement in Computer Room**

Representatives from TMP Associates, Inc. made a presentation on the bid specifications to replace the failing air conditioning equipment in the computer head-end room in the basement at the Main Library. The unit is not only failing, but leaking water onto the computer equipment. In addition, an air conditioning unit must be added to cool the computer equipment rack located in the automation services work area at the Main Library. In addition, a wall/door needs to be built that will close off the computer equipment rack.

### **MOTION:**

**MOVE TO APPROVE THE BID SPECIFICATIONS PREPARED BY TMP ASSOCIATES, INC. FOR AIR CONDITIONING WORK AT THE MAIN LIBRARY.**

Moved: Holtz; Second: Kravetz

Ayes: Holtz, Kravetz, Meyer, Macon, Bordman

Nays: None

**MOTION CARRIED.**

## **Director's Report**

Director Bohrer reported on:

- The Library's collection is now at 284,880 items, an increase of 5,327 over last fiscal year. The materials turnover rate for 2008-2009 fiscal year is 6.9, which is significantly higher than the state wide average of 2.0.
- At year end there were 80,274 cardholders—82% residents/contract and 18% reciprocal borrowers, which was similar to last fiscal year.
- Circulation per capita is at 27.3, which is a 2 items per capita increase over last fiscal year and the highest in Library history. The statewide circulation per capita is 7.5.
- The split of resident/reciprocal borrowing circulation is 82.46% to 17.54%, which is almost the exact split of the previous fiscal year.
- The Library received 10,998 items through interlibrary loan during the fiscal year and sent out 11,319 items. About 8% of items requested by users were never picked up. The no pick up rate is down 2% from last fiscal year.
- The Library filled 89,473 holds during the fiscal year, which is a 16% increase over last fiscal year.
- A total of 170,343 courtesy notices were issued during the year, which is a 35% increase.
- The Library had a total of 11,716 unique laptops users connecting to our network while in the Library for a total of 35,243 connections. Laptop users increased by 34.6% over last fiscal year and the connections by 38%.
- The final version of the state aid administrative rules have been issued and take effect October 1, 2009.
- Wachovia Bank has agreed to acquire the defined contribution plan recordkeeping business of Comerica Bank in the second quarter of 2009. There should be no significant interruption or change in terms of service for our plan.
- The city council in Keego Harbor is studying the issue of whether or not to continue the contract for library services.
- The Friends of the Library are selling the Monday through Saturday editions of the *Detroit News* and the *Detroit Free Press* in the Friendship. This allows the Library to receive daily delivery of the newspapers.
- Director Bohrer has been appointed to the advisory board for the *Public Libraries* journal issued by the Public Library Association.

The Director's Report was accepted.

## **Accounts Payable**

### **MOTION:**

**MOVE TO RATIFY ALL EXPENSES INCURRED SINCE APRIL 14, 2009 IN THE AMOUNT OF \$378,815.90.**

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

## **DOWNSIZING THE MAIN LIBRARY ADULT INFORMATION DESK**

Bohrer reported that the downsizing of the Main Library adult information desk will provide 12 more study table seats, 2 more lounge study seats and 4 more computer seats. The need for additional seating came to light during the community telephone survey. The reconfiguration will also allow for additional ranges of media shelving, display shelving and information literature display shelving. Bohrer reviewed the projected budget for the non-reflective ceiling work associated with the project.

### **MOTION:**

**MOVE TO APPROVE THE PROJECT BUDGET FOR THE NON-REFLECTIVE CEILING PORTION OF THE ADULT INFORMATION DESK DOWNSIZING PROJECT TO BE PAID FROM THE CAPITAL IMPROVEMENTS AND AUTOMATION DEVELOPMENT FUND IN THE AMOUNT OF \$129,239.12.**

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

## **State Aid Administrative Guidelines/Library Card Categories**

Director Bohrer reported that the state aid rules were filed with the Secretary of State on March 27, 2009 and take effect on October 1, 2009. The rules define eligibility and requirements for state aid distribution, including state aid received for contractual services. Director Bohrer also reviewed library cooperative policy and procedures regarding reciprocal borrowing. Library card categories/reciprocal borrowing as stated in circulation policy was reviewed in light of the information. Director Bohrer presented revisions to Circulation Policy #1—Library Card Eligibility and Type and Circulation Policy #4—Reciprocal Borrowing Arrangements. The student card category can be dropped, since it is no longer relevant and the Library's stance regarding non-

acceptance of non-resident and contract cards issued by TLN member libraries or member libraries of any other public library cooperative was more clearly stated.

**MOTION:**

**MOVE TO APPROVE SUGGESTED REVISIONS TO CIRCULATION POLICY #1—LIBRARY CARD ELIGIBILITY AND TYPE AND CIRCULATION POLICY #4—RECIPROCAL BORROWING ARRANGEMENTS.**

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

**MOTION CARRIED.**

**Strategic Plan Initiatives for FY 2009-2010**

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

- Provide programs, services and materials related to users' information needs in light of the current economic conditions
- Downsize the adult information desk at the Main Library to obtain more study and computer seating
- Implement discovery platform software for access to the Library's collection
- Implement digital media content through the Library's online catalog
- Enhance the jazz and classical music collection at both facilities
- Re-design Kidweb, the Library's online site for young children
- Add more materials display units at both facilities
- Initiate services and expand collections for children with disabilities and special needs

**MOTION:**

**MOVE TO APPROVE THE STRATEGIC PLAN INITIATIVES FOR THE 2009-2010 FISCAL YEAR.**

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

**MOTION CARRIED.**

## **Marketing Communication Plan for FY 2009-2010**

The Board reviewed the plan prepared by staff, which tries to effectively use various means (oral, print, and virtual) to communicate the value of the West Bloomfield Township Public Library especially in these difficult economic times.

The message to communicate during the 2009-2010 fiscal year is that the Library is here to help our community in a variety of ways. The taglines "Help is Here" and "Library Lifelines" will be used throughout the entire year to promote ways the Library can help community members improve their lives and situations and enhance the quality of life in West Bloomfield.

### **MOTION:**

#### **MOVE TO APPROVE THE MARKETING COMMUNICATION PLAN FOR THE 2009-2010 FISCAL YEAR.**

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

**MOTION CARRIED.**

## **Review of Lobby Space Configuration**

The Board discussed the need to review the existing space configuration of the lobby at the Main Library to ensure optimum use of space. Director Bohrer was directed to ask TMP Associates, Inc. for a proposal on a space study configuration for the lobby.

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

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Carol Kravetz, Secretary