

**Minutes for the  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
Wednesday, November 12, 2008**

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

**Absent:** None

**Call to Order**

The meeting was called to order at 7:30 p.m. by President Kravetz.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 15, 2008  
REGULAR MEETING.**

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

**MOTION CARRIED.**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE SPECIAL BOARD MEETING  
HELD ON OCTOBER 28, 2008.**

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

Abstain: Macon  
**MOTION CARRIED.**

## **Financial Report**

The October 2008 financial statements were accepted.

## **Director's Report**

Director Bohrer's report included:

- The Michigan Municipal Risk Management Authority has distributed the excess of net assets, with our share being \$13,682.00.
- The first batch of youth and teen video games were put out for circulation at both facilities on October 27, 2008.
- The air conditioning unit has been installed in the computer room at the Westacres Branch.
- The random telephone survey is progressing with all 250 users and 100 out of 150 non-users completed.
- Staff in-service day was held on November 11, 2008.
- An individual was suspended for violation of the Library's Rules of conduct on October 20, 2008 and three warning letters regarding inappropriate behavior were issued.
- Design has begun on the re-configuration/downsizing of the adult services information desk at the Main Library, which would allow for more seating for library users. Bohrer reported that at some peak times all seats are occupied. Library Design Associates is working with staff on the project.

Bohrer further reported that the capital maintenance project is nearing completion. Sections of carpeting were replaced at the Main Library on Veteran's Day. The outside paver repair has been completed. Bohrer reported that the Library's bid specifications for the capital maintenance project did not specifically call for electrostatic painting of exterior furniture, which is most desirable from a durability standpoint. Bohrer investigated pricing and found that for no more than \$2,500.00 the 6 tables and 16 benches could have the electrostatic process rather than spray painting.

### **MOTION:**

**MOVE TO APPROVE AN ADDED EXPENDITURE TO THE CAPITAL MAINTENANCE PROJECT NOT TO EXCEED \$2,500.00 TO EMPLOY AN ELECTROSTATIC PAINT PROCESS FOR 6 EXTERIOR TABLES AND 16 EXTERIOR BENCHES LOCATED AT BOTH FACILITIES.**

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

**MOTION CARRIED.**

Bohrer also reviewed the proposed state aid rules developed by the Michigan Department of History Arts and Libraries, and the changes from existing state aid guidelines. The Library currently meets state aid guidelines and would easily meet the proposed state aid rules, since the Library has already received the “excellent level” of state certification. The proposed rules would go into effect on October 1, 2009. The Board discussed some of the changes including the issue of nonresident cards and level of service, staff certification and service contract fees. A public hearing is scheduled for November 24, 2008. Director Bohrer will keep the Board apprised of the adoption process.

The Director’s Report was accepted.

### **Personnel Committee Report**

The Board discussed the following recommendations of the personnel committee for the 2008-2009 fiscal year:

- A personnel budget of \$2,618,127.03, which is a 1.35% increase over the adopted budget for the current fiscal year and reflects no new positions or changes to the existing level of benefits.
- An employer contribution of 10% to the defined contribution retirement benefit plan for eligible employees.
- A 2009-2010 salary schedule that begins to phase out the Sunday differential for library circulation pages and reflects the requirement for minimum wage.

The committee reported that these recommendations would be incorporated into the preparation of the 2009-2010 fiscal year budget upon full Board approval.

#### **MOTION:**

#### **MOVE TO APPROVE THE 2009-2010 FISCAL YEAR RECOMMENDATIONS OF THE PERSONNEL COMMITTEE.**

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

**MOTION CARRIED.**

### **Accounts Payable**

#### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$266,510.91 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 15, 2008 IN THE AMOUNT OF \$85,992.06.**

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

### **Appointment of Nominations Committee**

President Kravetz and Secretary Holtz volunteered to serve on the nominations committee, since the Board's bylaws require an election of officers every two years.

The meeting was adjourned at 8:45 p.m.

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Judith Holtz, Secretary