

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
November 10, 2009**

Present: Holtz, Kravetz, Macon, Osthaus, Bohrer

**Absent &
Excused:** Bordman, Meyer

Call to Order

Vice-President Osthaus called the meeting to order at 7:30 p.m.

Approval of Agenda

MOTION:

**MOVE TO APPROVE THE AGENDA FOR THE NOVEMBER 10, 2009
MEETING.**

Moved: Kravetz; Second: Macon

Ayes: Kravetz, Macon, Holtz, Osthaus

Nays: None

MOTION CARRIED.

Correspondence

- A letter was received from the Greater West Bloomfield Community Coalition for Youth thanking the Library for assistance with their *Stay Out of My Room* program on October 22, 2009 held at the Main Library.
- A letter was sent to the Library of Michigan Foundation thanking them for recognizing the Library's *Help is Here* initiative at the Michigan Library Association Conference with a 2009 Citation of Excellence Award.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 14, 2009 MEETING.

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

Financial Report

The October 2009 financial report was accepted.

Director's Report

Director Bohrer reported on:

- The Library was selected by the Library of Michigan Foundation to receive the 2009 Citation of Excellence Award for our *Help is Here* initiative, which is a complementary effort to our *Tough Times* resources/programs. Selection criteria includes: demonstration that the library provides new, innovative and superior services to customers in a cost-effective manner; demonstration of the library's commitment to high standards of customer service through staff dealings with customers and synergy within the staff through a coordinated approach to supporting customers; and, demonstration that the library is a team player through collaborations in the community. The Library received the award at the state librarian's luncheon at the Michigan Library Association Conference on November 5, 2009.
- The library privileges of four individuals were suspended due to various violations of the Library's Rules of Conduct. Three warning letters were also issued for disruptive behavior.
- The Library's early childhood specialist presented a program at the Michigan Library Association Annual Conference.
- The Friends of the Library will be asked to purchase a second videotape to DVD conversion workstation. The service has turned out to be very popular.
- The Township assessor's September 2011 and 2012 SEV projections remain consistent with the July projections.
- The Library has been included in a Township grant application for the Michigan Energy Efficiency and Conservation Block Grant program to replace all existing exterior lights on the civic center campus with LED lights, which will reduce electrical costs anywhere from 50-90%. The Library will be responsible for 10%

of the cost of our share of the bulbs, as well as the installation cost. The Library's out of pocket expense is estimated at \$14,200.00.

The Director's report was accepted.

Accounts Payable

MOTION:

MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$223,137.77 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 14, 2009 IN THE AMOUNT OF \$86,775.44.

Moved: Holtz; Second: Macon

Ayes: Holtz, Macon, Kravetz, Osthaus

Nays: None

MOTION CARRIED.

Review of Service Priorities

The Board reviewed the service priorities in terms of possible ranking and relevance. After discussion, it was the consensus that the interrelationship of the service priorities makes it unnecessary. The Board did reaffirm the importance of the following service priorities:

- Advocacy for early literacy and initiatives that lay a foundation for a lifetime of reading success and enjoyment
- Support—at the Library, through the Online Library, and in the schools—for K-12 students and their parents
- Resources and opportunities for lifelong learning
- Collections of high-demand materials in a range of formats
- Up-to-date technology that supports discovery and learning
- Initiatives that address pressing community concerns, interests, and needs
- Programs and experiences that help people explore and expand their world
- An inviting, comfortable environment where everyone feels welcomed

Claims Returned Circulation Policy Revision

Director Bohrer reviewed the suggested revisions to the existing claims returned circulation policy. The revisions better detail the process for locating claims returned.

MOTION:

**MOVE TO APPROVE THE REVISION TO THE CLAIMS RETURNED
CIRCULATION POLICY.**

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

The meeting was adjourned at 8:35 p.m.

Carol Kravetz, Secretary