

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**June 16, 2010**

**Present:** Bordman, Kravetz, Macon, Meyer, Osthaus, Holtz, 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 JUNE 16, 2010 MEETING.**

Moved: Kravetz, Second: Osthaus

Ayes: Kravetz, Osthaus, Bordman, Macon, Meyer, Holtz

Nays: None

**MOTION CARRIED.**

**Review of Investment Options for Defined Contribution Pension Plan**

Penny Dombrowski from Wells Fargo reviewed in detail with the Board the performance of each current investment option available to eligible staff members in the defined contribution pension plan against the Board's established criteria.

**MOTION:**

**MOVE TO ADD THE NEUBERGER BERMAN SOCIALLY RESPONSIBLE, THE MAIN STAY LARGE CAP GROWTH AND THE RIVERSOURCE MID CAP VALUE FUNDS TO THE PORTFOLIO OF OPTIONS; TO DISCONTINUE THE MUNDER 500 INDEX AND REPLACE IT WITH THE WELLS FARGO ADVANTAGE INDEX; AND, TO DISCONTINUE THE COMERICA DESTINATION FUNDS AND REPLACE THEM WITH THE WELLS FARGO ADVANTAGE DJ TARGET DATE FUNDS.**

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

**MOTION CARRIED.**

Ms. Dombrowski reviewed in detail the difference between two options (stable return and a money market) available to replace the existing Goldman Sachs Money Market Fund.

**MOTION:**

**MOVE TO DISCONTINUE THE GOLDMAN SACHS MONEY MARKET FUND AND REPLACE IT WITH THE STABLE RETURN FUND.**

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

**MOTION CARRIED.**

Ms. Dombrowski reported that all participating staff members will receive a letter informing them of the additions/deletions to the investment offerings. Director Bohrer reported that a seminar, at which attendance is mandatory, will be held for participating staff on the changes.

### **Friends of the Library Report**

Trustee Osthaus reported that the Friends of the Library made a \$6,000 profit on its book sale held in early June.

## **Correspondence**

- A letter was received from West Bloomfield resident Kathy Kendall thanking the Library for its services for young children.

## **Approval of Minutes**

### **MOTION:**

### **MOVE TO APPROVE THE MINUTES FOR THE MAY 12, 2010 MEETING.**

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

### **MOTION CARRIED.**

## **Financial Report**

The May 2010 financial report was accepted.

## **Director's Report**

Director Bohrer reported on the following:

- The summer reading program will run from June 12, 2010 through August 27, 2010 and includes a read-to-me, youth, teen and adult component. Our integrated library system vendor has donated iPod products to be given as prizes for a special contest that runs in conjunction with the summer reading program. Participants who create podcasts, vodcasts, and online written reviews of favorite books will receive tickets for the contest drawing.
- The travel collection at the Main Library has been relocated to an area of higher visibility across from the network printing station. Travel DVDs at both the Main Library and the Westacres Branch have been interfiled in the travel book collections making it easier for users to obtain materials on trip planning. Travel is one of the high circulating subject areas at both facilities.

- Eight new video tutorials are now available through the Online Library: accessing my account, how to do a search, placing holds, video trailers, google preview, digital collections, database and reference websites. These tutorials help a user get the most out of our updated online catalog.
- A small deposit collection has been established at the Beaumont Children's Rehabilitation Services Center in West Bloomfield.
- Plante & Moran will be on site beginning June 16, 2010 for the annual audit. Bohrer pointed out the audit letter included in the Board packet.
- Reading recovery teachers from Lone Pine Elementary School, which is in the Bloomfield Hills School District, will meet with parents/students throughout the summer at the Main Library. Library staff will participate in the sessions by giving presentations on library services, materials and resources.
- Bohrer reported on the numerous millage presentations given in the last month to various groups and organizations. The millage fact sheet information is being distributed as widely as possible.
- The Michigan Library Association continues to lobby for adequate state aid to maintain the MeL/MeLCat statewide services.

The Director's Report was accepted.

## **Accounts Payable**

### **MOTION:**

**MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$224,196.39 AND RATIFY EXPENSES INCURRED SINCE MAY 12, 2010 IN THE AMOUNT OF \$180,744.89.**

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

**MOTION CARRIED.**

## **Approval of 2011-2012 Fiscal Year Budget Adjustments**

The Board reviewed the budget adjustments, which adjusts personnel costs downward due to savings from the elimination of two positions through attrition, a full-time position being changed to a part-time position after a retirement and a position being left unfilled

for the fiscal year. From the revenue side, the property tax income has been adjusted based on the Township Assessor's report on the 2010 tax year SEV.

**MOTION:**

**MOVE TO APPROVE THE BUDGET ADJUSTMENTS FOR THE 2010-2011 FISCAL YEAR BUDGET.**

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

**MOTION CARRIED.**

**Restriction of Computer Use at Westacres Branch to Residents**

Director Bohrer discussed the problem of non-resident use of the limited number of computer workstations at the Westacres Branch. The Branch manager has been receiving complaints from our residents. Director Bohrer reported that the Envisionware software, already used for public print management, has a component that will manage public computer use. The software, which costs under \$6,000, will check against the existing API of our integrated library system software for residency and cardholding in good standing, as the print management software does. Users will need to login, which will require a library card number. The Board discussed the issue particularly in terms of making sure our residents obtain good service. Bohrer also reported that the problem doesn't exist at the Main Library at this point in time, since there are many more computer workstations. Should the problem arise, the software can also be used at the Main Library.

**MOTION:**

**MOVE TO RESTRICT THE USE OF THE COMPUTER WORKSTATIONS WITH INTERNET ACCESS AT THE WESTACRES BRANCH TO RESIDENTS OF WEST BLOOMFIELD AND THE CONTRACT COMMUNITIES OF SYLVAN LAKE, ORCHARD LAKE VILLAGE AND KEEGO HARBOR ONCE THE SOFTWARE IS PURCHASED, INSTALLED AND CONFIGURED, BUT NO LATER THAN SEPTEMBER 1, 2010.**

Moved: Holtz; Second: Osthaus  
Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon, Meyer

Nays:           None  
**MOTION CARRIED.**

Director Bohrer will develop administrative guidelines for the implementation of this restriction and bring them to a future Board meeting for review prior to going live.

The meeting was adjourned at 8:50 p.m.

Carol Kravetz, Secretary