

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**October 12, 2011**

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

**Absent &  
Excused:** Osthaus

**Call to Order**

President Macon called the meeting to order at 7:30 p.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA WITH THE ADDITION 10E-AFTER HOURS PROGRAM AND 10F-FRIENDS OF THE LIBRARY FUNDRAISING EVENTS AND MOVE 10D-AWARD BID FOR CARPET CLEANING SERVICES TO AFTER THE APPROVAL OF THE AGENDA.**

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

**MOTION CARRIED.**

**Award Bid for Carpet Cleaning Services**

Branch managers Brenda Plizga and Steve Ketcham presented the bids and award recommendation for carpet cleaning services. A legal advertisement for bids was placed in the September 25, 2011 Oakland Press. The staff recommended the second

lowest bidder, since the lowest bidder's references were not as strong. The low bidder currently handles the Library's cleaning services and there have been both communication and quality of work issues. There is a \$1,375.00 difference between the two lowest bids.

**MOTION:**

**MOVE TO AWARD THE BID FOR CARPET CLEANING SERVICES AT BOTH FACILITIES FOR A ONE YEAR PERIOD, WITH AN OPTION TO RENEW FOR A SECOND YEAR, TO DALTON COMMERCIAL CLEANING CORPORATION AT A COST OF \$12,375.00.**

Moved: Kravetz  
Second: Holtz  
Ayes: Kravetz, Holtz, Bordman, Macon  
Nays: Meyer

**MOTION CARRIED.**

**Public Comment**

Representatives of Du-All Cleaning thanked the Library Board for the opportunity to clean the facilities.

**Correspondence**

- A letter was received from the Countryside Improvement Association thanking the Director for her presentation on the National Medal at a recent meeting.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 21, 2011 MEETING.**

Moved: Holtz  
Second: Kravetz

Ayes: Holtz, Kravetz, Bordman, Macon, Meyer

Nays: None

**MOTION**

## **Financial Report**

The September 2011 financial statements were received.

## **Director's Report**

Director Bohrer reported on the following:

- An individual's library privileges were suspended for one year for violating the Library's Rules of Conduct.
- Staff were invited to attend the September 23, 2011 West Bloomfield School District Board of Education meeting to distribute reading medals to the top 5 readers in our summer reading program from each school.
- Staff met with the superintendent of the Walled Lake Consolidated Schools to discuss enhancing outreach services to those schools in which West Bloomfield residents are enrolled.
- Usage of both eBooks and eAudio continues to significantly increase. For example, the circulation of eBooks in September increased by 347% over last year and the circulation of eAudio by 146%.
- The Michigan Library Association's legislative update for September 2011, including the personal property tax issue.
- Our Library will participate in StoryCorps National Day of Listening as an official Michigan representative.
- The Library Network has revised its policy/procedure on reciprocal borrowing, which will require a membership vote to change the Plan of Service later this year. Compliance is encouraged, but is not a requirement of membership. The Library currently complies with the reciprocal borrowing policy as proposed.
- The Library has dropped the Library Network's delivery service effective September 30, 2011. Delivery is now being handled more cost effectively through the use of RIDES/ProMed.
- Department quarterly reports covering the period of July – September 2011.

The Director's Report was received.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$198,694.91 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 21, 2011 IN THE AMOUNT OF \$76,130.28.**

Moved: Holtz

Second: Bordman

Ayes: Holtz, Bordman, Kravetz, Macon, Meyer

Nays: None

**MOTION CARRIED.**

## **Update on Civic Center Paving Project**

Director Bohrer reported that the Township Board at their meeting on October 10, 2011 awarded the professional services agreement to Nowak & Fraus Engineers for engineering services related to the civic center paving rehabilitation project at a cost of \$69,915.00. The approved cost includes the base price (\$65,815.00) and the expense for additional soil boring and televising the storm sewer. All site partners (Library, Town Hall, Parks and Recreation, and Police) have agreed to share equally in the cost.

## **Approval of Social Networking Policy**

The Board reviewed the policy prepared by staff regarding the Library's participation in social networking sites.

### **MOTION:**

**MOVE TO APPROVE THE SOCIAL NETWORKING PURPOSE STATEMENT, GOALS AND GUIDELINES POLICY AS PRESENTED BY THE LIBRARY'S ONLINE CONTENT COMMITTEE.**

Moved: Kravetz

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

### **Approval of 2012 Closing Schedule**

**MOTION:**

**MOVE TO APPROVE THE 2012 CALENDAR OF LIBRARY CLOSINGS.**

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

### **Approval of 2012 Board Meeting Schedule**

**MOTION:**

**MOVE TO APPROVE THE 2012 BOARD MEETING SCHEDULE.**

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

### **Approval of After Hours Program**

**MOTION:**

**MOVE TO APPROVE THE AFTER HOURS MOVIE NIGHT PROGRAM FOR MIDDLE SCHOOLERS CO-SPONSORED BY THE LIBRARY AND THE**

**GREATER WEST BLOOMFIELD COMMUNITY COALITION TO BE HELD ON  
FRIDAY, DECEMBER 16, 2011.**

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

**Friends Fundraising Events**

The Board discussed an inquiry received from the Friends of the Library regarding the ability to hold a fundraising event at the Library for which a donation/fee is required to attend.

**MOTION:**

**MOVE TO INFORM THE FRIENDS OF THE LIBRARY THAT THEY CAN HOLD  
A FUNDRAISING EVENT AFTER HOURS AT THE LIBRARY FOR WHICH AN  
ATTENDANCE DONATION/FEE IS REQUIRED. PLANS MUST BE  
SUBMITTED TO THE LIBRARY BOARD FOR APPROVAL PRIOR TO ANY  
INITIATION OF ACTION.**

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

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

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Carol Kravetz, Secretary