

**Minutes  
West Bloomfield Township Public Library  
Board of Trustees Meeting  
September 12, 2012**

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

**Absent:** None

**Call to Order**

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

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE SEPTEMBER 12, 2012 MEETING.**

Moved: Holtz

Second: Meyer

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

Nays: None

**MOTION CARRIED.**

**Correspondence**

A letter was received from Yasuhiko Kado, Mayor of Awaji City, Japan, thanking the Library for the video about Apple Island and other recent cultural exchanges.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE AUGUST 8, 2012 MEETING.**

Moved: Osthaus

Second: Bordman

Ayes: Osthaus, Bordman, Kravetz, Holtz, Meyer

Nays: None

Abstain: Macon

**MOTION CARRIED.**

### **Financial Report**

The August 2012 financial statements were received.

### **Director's Report**

Director Bohrer reported on the following:

- Two bid opportunities will be advertised in the coming month—carpet cleaning services and network electronics/Smartnet contract.
- The 2011-2012 annual report is available for distribution and includes information on donations from the Friends of the Library.
- A new telephone queue system has been implemented this month.
- The Township Assessor issued a report indicating there will be less than 1% reduction in taxable value for 2013, primarily due to commercial real estate.
- A new cost estimate was issued by the Township for the civic center paving project, with our share at \$421,234.
- The Library has been given space in the City of Keego Harbor's upcoming newsletter being mailed to all households.
- The youth delegation visit from Awaji City, Japan on August 12-13, 2012 was a success due to efforts of staff and the Friends of the Library.

The Director's Report was received.

### **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$269,097.89 AND RATIFY EXPENSES INCURRED SINCE AUGUST 8, 2012 IN THE AMOUNT OF \$139,751.50.**

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

**MOTION CARRIED.**

### **Approval of Revision to Investment of Surplus Funds Policy**

The Board reviewed the revision to the policy, which added a local government investment pool formed under the Local Government Investment Pool Act 121 of 1985 as an authorized investment vehicle for surplus library funds.

**MOTION:**

**MOVE TO APPROVE THE ADDITION OF A LOCAL GOVERNMENT INVESTMENT POOL AS AN AUTHORIZED INVESTMENT VEHICLE FOR SURPLUS LIBRARY FUNDS.**

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

**MOTION CARRIED.**

**Approval to Participate in Oakland County's Local Government Investment Pool**

The Board reviewed and discussed the information on Oakland County's investment pool, which is an investment vehicle also used by West Bloomfield Township.

**MOTION:**

**WHEREAS, the Oakland County Treasurer is authorized by County Board Resolution to establish a local government investment pool, and**

**WHEREAS, the Treasurer of the West Bloomfield Township Public Library is authorized, through Library Board Resolution, to enter into a contract with the County Treasurer for deposit of money in the investment portfolio, and**

**WHEREAS, the terms and conditions regarding the deposit of money in the investment portfolio are stated in a uniform contract which has been approved by the Michigan Department of Treasury,**

**WHEREAS, by authorizing the Treasurer of the West Bloomfield Township Public Library to enter into the agreement with the Oakland County Treasurer it is also amending the Library's Investment policy to include local government investment pools as an authorized investment instrument,**

**NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Bloomfield Township Public Library authorizes the Treasurer of the West Bloomfield Township Public Library to enter into the local investment pool and to sign the Investment Portfolio Agreement.**

Moved: Osthaus

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

**MOTION CARRIED.**

### **Approval of Revision to Financial Strategies and Guidelines Policy**

Director Bohrer reported that the policy required updating to bring it in line with current economic conditions, as well as current circumstances of Library operations such as the payoff of the 1997 bonds to renovate and expand both facilities.. The Board reviewed and discussed the revisions.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS TO THE FINANCIAL STRATEGIES AND GUIDELINES POLICY.**

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

**MOTION CARRIED.**

### **Personnel Committee Appointments**

President Macon appointed Trustees Holtz and Kravetz to the personnel budget committee for fiscal year 2013/2014.

### **Budget Committee Appointments**

President Macon appointed Trustees Bordman and Osthaus to the budget committee for fiscal year 2013/2014.

The meeting was adjourned at 8:10 p.m.

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Carol Kravetz, Secretary