

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
November 14, 2012**

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

**Absent &
Excused:** Holtz

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 NOVEMBER 14, 2012
MEETING.**

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

Correspondence

A letter was received from Yasuhiko Kado, the Mayor of Awaji City, Japan, thanking the Library for the hospitality shown to the youth delegation during their recent visit.

Approval of Minutes

MOTION:

**MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 10, 2012
MEETING.**

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

Financial Report

The October 2012 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The endowment fund mailing occurred during the week of November 5, 2012.
- The high winds on October 29, 2012 pulled the copper shingles from their brackets on the east side radius of the Main Library. The cost of \$24,738.00 to repair the damage will be covered by our insurance, minus the deductible.
- Numerous volunteers willing to assist in support services were recruited through an article in the last newsletter.
- The after-hours book club reception was extremely well attended. Hatchette author Kristyn Kusek Lewis was the featured speaker.
- Brick pavers at both facilities were repaired and cleaned.
- Warner Bros. has dropped their 28 day film embargo on libraries and businesses that rent copies to the public.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$155,582.40 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 10, 2012 IN THE AMOUNT OF \$161,054.23.

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

Review of FY 2013-2014 Budget

The Board discussed the FY 13/14 balanced budget as presented by the Budget Committee. It is projected that the Library will receive \$4,718,024 in revenue, which is just under a 1% reduction over last fiscal year. Less revenue from property tax is the contributing factor. The Friends of the Library will continue to make a contribution of \$25,000 to maintain a strong materials collection across a variety of formats. Expenditures will remain at the same level as last fiscal year, which will include a transfer to the Capital Improvements and Automation Development Fund.

MOTION:

MOVE TO SET A HEARONG ON THE 2013-2014 FISCAL YEAR BUDGET FOR WEDNESDAY, DECEMBER 12, 2012 AT 7:30 P.M. IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.

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

MOTION CARRIED.

Award Bid for Carpet Cleaning Services

The Board reviewed the bids received and the staff recommendation.

MOTION:

MOVE TO AWARD THE BID FOR CARPET CLEANING SERVICES FOR BOTH FACILITIES TO DALTON COMMERCIAL CLEANING CORPORATION, WHICH WAS THE LOW BID AT \$12,375.00.

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

MOTION CARRIED.

Award Bid for OPAC Workstations and Peripherals

The Board reviewed the bids received and the staff recommendation.

MOTION:

MOVE TO AWARD THE BID FOR OPAC WORKSTATIONS AND PERIPHERALS FOR BOTH FCILITIES TO HI-TECH SYSTEM SERVICES, WHICH WAS THE LOW BID AT \$60,079.00.

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

Participation in the Installation of an Electric Car Charging Station in the Township/Library Shared Parking Lot

The Board reviewed and discussed the information received from Sara Roediger, the senior planner for West Bloomfield Township, requesting that the Library Board approve paying for 50% of the installation of an electric car charging station in the shared Library/Township parking lot. The station would be located in the west lot between the Library and Town Hall in the first two parking spaces. The Library's cost would range from anywhere from \$3,000 to \$6,000 depending on whether or not the installation occurs with the parking lot rehabilitation project. The Township would be responsible for any ongoing costs to operate the station.

MOTION:

MOVE TO APPROVE PAYING 50% OF THE ELECTRIC CAR CHARGING STATION INSTALLATION COSTS AS REQUESTED BY THE TOWNSHIP TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

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

Director Bohrer was asked to relay to the Township Board the following Board comments:

- Installation costs should be kept to a minimum.
- The Library should be given credit as a partner in this joint venture on all promotional materials.
- Reasonable time limits should be imposed.
- If the Township plans to recoup installation charges, the Library should also be reimbursed.

Nomination of Officers for 2012-2014

MOTION:

MOVE TO APPROVE THE FOLLOWING SLATE OF OFFICERS FOR 2012-2014: KEN MACON, PRESIDENT; JUDY HOLTZ, VICE-PRESIDENT; CAROL KRAVETZ, SECRETARY; WENDY OSTHAUS, TREASURER; AND ARLENE BORDMAN, DEPUTY SECRETARY/TREASURER.

Moved: Osthaus

Second: Kravetz

Ayes: Osthaus, Kravetz, Bordman, Macon, Meyer

Nays: None

MOTION CARRIED.

The meeting adjourned at 8:10 p.m.

Carol Kravetz, Secretary