

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**December 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.

**Public Hearing on the Budget**

**MOTION:**

**MOVE TO OPEN THE PUBLIC HEARING ON THE 2013-2014 BUDGET.**

Moved: Holtz

Second: Osthaus

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

Nays: None

**MOTION CARRIED.**

**MOTION:**

**THERE BEING NO PUBLIC PRESENT TO COMMENT ON THE 2013-2014 BUDGET, MOVE TO CLOSE THE PUBLIC HEARING.**

Moved: Bordman

Second: Kravetz

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

Nays: None

**MOTION CARRIED.**

## **Approval of Agenda**

### **MOTION:**

**MOVE TO APPROVE THE AGENDA WITH THE ADDITION OF #11F—AWARD BID FOR TELECOMMUNICATION SERVICES UNDER NEW BUSINESS.**

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

**MOTION CARRIED.**

## **Approval of Minutes**

### **MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE NOVEMBER 14, 2012 MEETING.**

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

Abstain: Holtz  
**MOTION CARRIED.**

## **Financial Report**

The November 2012 financial statements were received.

## **Director's Report**

The Director reported on the following:

- TMP Associates will be updating our capital replacement and capital maintenance plans for the Main Library and the Westacres Branch.
- Support Services Coordinator, Jeff Crocker, has been asked to serve on the Innovative Interfaces National Users Group Program Committee and on the Michigan Innovative Interfaces Users Group Steering Committee.
- The Township Board approved the installation of an electric car charging station in the Township/Library shared parking lot.

- Director Bohrer has been appointed to an early learning advisory task force which will guide the development of a policy publication on early learning being prepared by the Institute for Museum and Library Services (IMLS) and the Campaign for Grade-Level Reading.

The Director's Report was received.

### **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$268,581.98 AND RATIFY EXPENSES INCURRED SINCE NOVEMBER 14, 2012 IN THE AMOUNT OF \$161,054.23.**

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

**MOTION CARRIED.**

### **Approval of 2013-2014 Fiscal Year Budget**

**MOTION:**

**MOVE TO APPROVE THE 2013-2014 BUDGET.**

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

**MOTION CARRIED.**

### **Award Bid for Cisco SmartNet Maintenance**

The Board reviewed the bids received and the staff recommendation regarding a Cisco SmartNet Maintenance contract for one year with an expiration date of January 21, 2014.

**MOTION:**

**MOVE TO AWARD THE BID FOR THE CISCO SMARTNET MAINTENANCE CONTRACT FOR ONE YEAR IN THE AMOUNT OF \$21,645.00 TO THE LOW BID VENDOR, SENTINEL TECHNOLOGIES.**

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

### **Award Bid for Lawn and Landscape Maintenance**

The Board reviewed the bids received and the staff recommendation for 2013 lawn and landscape maintenance service for both facilities.

**MOTION:**

**MOVE TO AWARD THE CONTRACT BID FOR 2013 LAWN AND LANDSCAPE MAINTENANCE SERVICE FOR BOTH FACILITIES TO CANON LANDSCAPE COMPANY, WHICH PROVIDED THE LOW BID AT \$13,850.00.**

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

### **Approval of Revision to Circulation Policy**

The Board reviewed the proposed revision to Circulation Policy #9—Overdue, Bill for Replacement and Damage of Materials Charges. The revision clarified how interlibrary loan materials are subject to rules established by the lending library and the MeLCat interlibrary loan network, which may be different than the West Bloomfield Township Public Library's rules. The Board also reviewed updates to the loan parameters chart.

**MOTION:**

**MOVE TO APPROVE THE PROPOSED REVISIONS TO CIRCULATION POLICY.**

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

**MOTION CARRIED.**

### **Approval of Revision to Personnel Policy**

The Board reviewed the proposed revision to Personnel Policy #3—Wage and Salary Administration which further clarifies the employee’s responsibility regarding his/her time card. The Board also reviewed the addition of an on-call section to Personnel Policy #9—Working Conditions. The on-call section addresses the requirements for information technology staff.

**MOTION:**

**MOVE TO APPROVE THE PROPOSED REVISIONS TO PERSONNEL POLICY.**

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

**MOTION CARRIED.**

### **Approval of Professional Services Proposal from TMP Associates**

The Board reviewed the proposal from TMP Associates for professional services to design for a humidifier system replacement at the Main Library. As previously reported to the Board, the Library’s current unit is inoperable.

**MOTION:**

**MOVE TO APPROVE THE PROFESSIONAL SERVICES PROPOSAL FROM TMP ASSOCIATES AT A COST OF \$8,200.00.**

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

**MOTION CARRIED.**

### **Award Bid for Telecommunications Services**

As part of the Library’s participation in the Universal Service Fund program, it is necessary to bid our telephone services (ISDN and PRI lines). The Board reviewed the bids received and the staff recommendation for a 36-month contract.

**MOTION:**

**MOVE TO AWARD THE BID FOR A 36-MONTH TELEPHONE SERVICES CONTRACT AT AN ANNUAL RATE OF \$3,204.00 TO THE LOW BID VENDOR, PAETEC-WINDSTREAM.**

Moved: Osthaus

Second: Bordman

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

Nays: None

**MOTION CARRIED.**

The meeting was adjourned at 8:15 p.m

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Arlene Bordman, Deputy Secretary