

**Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
August 14, 2013**

Present: Bordman, Kravetz, Holtz, Macon, Meyer, Osthaus, Bohrer
Dave Helisek, Brian Camiller, Nitasha Brown, Steve Gibson, Jeremy Chambers—
Plante & Moran

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 AUGUST 14, 2013 MEETING.

Moved: Kravetz

Second: Holtz

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

Nays: None

MOTION CARRIED.

Fiscal Year 2012-2013 Audit Presentation

Representatives from Plante & Moran presented the audit report. General fund revenues and expenditures and transfer to other funds were reviewed through a series of graphs. The Library received an unqualified opinion with no deficiencies or material weaknesses to be reported. GASB 63 was implemented as required and GASB 65 will be implemented in the coming year.

Mr. Helisek, partner on the account, commended the Board and Director for their strong stewardship of financial resources. Mr. Camiller also commended the Library's finance manager for her strong accounting skills.

Mr. Helisek also provided the Board with an update on the personal property tax issue.

The 2012-2013 fiscal year audit was received.

Employees Defined Contribution Plan

Representatives from Plante & Moran Financial Services presented a report on the Library's defined contribution pension plan, as well as information on their services related to pension plans. The Board thanked Mr. Chapman and Mr. Gibson for the information presented.

Director Bohrer was asked to contact nearby independent public libraries to investigate what pension plan services are being used.

Correspondence

The Library received correspondence from Hiroyuki Ito, the Chief Librarian of the Higashiura-Awaji City Library (Japan) which explained the significance of the gifts which were brought to our Library by the visiting youth delegation.

Approval of the Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JULY 10, 2013 MEETING.

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

MOTION CARRIED.

Financial Report

The July 2013 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The youth delegation visit from our Sister Library city went very smoothly with numerous local members of the Japanese community participating. The staff committee did an excellent job of planning two days of activities.
- All the necessary information has been provided to the Westacres Historical Society for their wayside sign installation application. A letter of responsibility has been signed.
- The United We Walk Committee requested use of the Library's meeting room over two days (August 27-28, 2013) for their activities related to the 50th anniversary of the "I Have a Dream" speech.
- The *Grow Up Reading* website has been updated to reflect the change in the program and related print materials as presented by the youth services coordinator at a previous Board meeting.
- Extensive outreach plans for youth, young adult and adult services for the 2013-2014 fiscal year have been planned.

The Director's report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$318,381.44 AND RATIFY EXPENSES INCURRED SINCE JULY 10, 2013 IN THE AMOUNT OF \$136,215.41.

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

MOTION CARRIED.

Handicap Accessibility Project at the Westacres Branch

The Board reviewed the costs provided by Nagle Paving Company, which will be added to the current Township contract. Bohrer reported that the work would be begin sometime after Labor Day and take between 2-3 weeks to complete.

MOTION:

MOVE TO APPROVE \$25,210.00 FOR THE WESTACRES BRANCH HANDICAP ACCESSABILITY PROJECT TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND AND ADDED TO THE WEST BLOOMFIELD TOWNSHIP'S CONTRACT WITH THE NAGLE PAVING COMPANY.

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

MOTION CARRIED.

Approval of Fund Balance Commitment for Accrued Benefits Fund

MOTION:

MOVE THE FOLLOWING RESOLUTION:

WHEREAS, THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) HAS ISSUED STATEMENT NO. 54—*FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS*, WHICH REDEFINES FUND TYPES AND CHANGES THE TERMINOLOGY USED FOR FUND BALANCE REPORTING ON BALANCE SHEETS OF GOVERNMENTAL FUNDS, AND;

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES HAS PREVIOUSLY COMMITTED \$457,062 IN FISCAL YEAR 2012 FOR THE FUTURE PAYMENT OF POST-EMPLOYMENT RELATED HEALTHCARE LIABILITIES AND ADDITIONAL FUNDS IN FISCAL YEAR 2013, AND;

WHEREAS THE LIBRARY DIRECTOR RECOMMENDS THAT ALL FUTURE TRANSFERS FROM THE GENERAL FUND OR ANY OTHER FUND TO THE ACCRUED EMPLOYEE BENEFITS FUND, WHICH IS COMBINED WITH THE GENERAL FUND FOR FINANCIAL STATEMENT PURPOSES, BE COMMITTED WITHIN THE GENERAL FUND FOR THE FUTURE PAYMENT OF EMPLOYEE RETIREMENT-RELATED LIABILITIES, AND;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY ACCEPTS THE AFOREMENTIONED RECOMMENDATION.

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

Nays: None
MOTION CARRIED.

Award Bid for Window Washing Services

The Board reviewed the staff recommendation regarding the bid for window washing services.

MOTION;

MOVE TO AWARD THE BID FOR WINDOW WASHING SERVICES FOR BOTH FACILITIES TO THE LOW BID VENDOR, MULVILLE & SONS, WITH A ONE-YEAR RENEWAL OPTION AT A COST OF \$6,250.

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

Approval of Mid-Year Budget Adjustments

The Board reviewed the proposed mid-year adjustments. Overall income increased by \$105,000 due to more tax revenue than originally anticipated which is being used for an OPEB payment into the MERS irrevocable trust.

MOTION:

MOVE TO APPROVE THE MID-YEAR BUDGET ADJUSTMENTS FOR THE 2013-2014 FISCAL YEAR.

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

Approval of Millage Levy for 2013

MOTION:

MOVE THE FOLLOWING RESOLUTION:

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID ON DECEMBER 12, 2012 CONDUCT A PUBLIC HEARING ON ITS PROPOSED BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2014 AND,

WHEREAS, AFTER THE CONCLUSION OF SAID HEARING, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID, ON DECEMBER 12, 2012 ADOPT A BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2014, IN THE TOTAL AMOUNT OF \$ \$4,718,024.00, A COPY OF WHICH BUDGET IS ATTACHED HERETO; AND,

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID AT ITS REGULAR MEETING ON AUGUST 14, 2013, AT WEST BLOOMFIELD TOWNSHIP MAIN LIBRARY, 4600 WALNUT LAKE ROAD, WEST BLOOMFIELD TOWNSHIP, MICHIGAN, 48323 REVISE THE BUDGET AS PREVIOUSLY ADOPTED FOR THE FISCAL YEAR ENDING MARCH 31, 2014 IN THE TOTAL AMOUNT OF \$4,823,576, A COPY OF SAID REVISED BUDGET BEING ATTACHED HERETO; AND

WHEREAS, TAXES FOR THE SAID FISCAL YEAR WILL BE COLLECTED IN DECEMBER, 2013 AND,

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY IS IN NEED OF \$4,324,724.00 IN TAX FUNDS TO SUPPORT THE LIBRARY AS SET FORTH IN THE ATTACHED BUDGET;

NOW, THEREFORE, BE IT RESOLVED THAT A CERTIFIED COPY OF SAID BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2014 AS REVISED, AND OF THIS RESOLUTION, BE TRANSMITTED TO THE TOWNSHIP SUPERVISOR OF WEST BLOOMFIELD TOWNSHIP NO LATER THAN SEPTEMBER 1, 2013 FOR LEVY AND COLLECTION OF 1.7 MILL (1 MILL AND AN ADDITIONAL .7 MILL), AS REDUCED BY LAW, FOR THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY, WHICH RATE IS HEREBY CERTIFIED PURSUANT TO SECTION 10, 1877 PA 164, AS AMENDED, AND GOVERNING TAX LAW.

IT IS HEREBY CERTIFIED THAT THE ATTACHED BUDGET WAS ADOPTED BY THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD AT ITS REGULAR MEETING OF AUGUST 14, 2013, AT WHICH 6 MEMBERS WERE PRESENT AND 6 MEMBERS VOTED TO ADOPT SUCH A REVISED BUDGET;

IT IS FURTHER CERTIFIED THAT THE SUM OF \$4,324,724.00 IS THE AMOUNT OF TAX FUNDS REQUIRED TO SUPPORT SAID LIBRARY FOR THE FISCAL YEAR APRIL 1, 2013 TO MARCH 31, 2014, AND THAT 1.7 MILL (1 MILL AND AN ADDITIONAL .7 MILL) IS THE RATE NECESSARY TO BE LEVIED TO PRODUCE SAID AMOUNT REQUIRED BY THE LIBRARY.

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

The meeting was adjourned at 9:10 p.m.

Carol Kravetz, Secretary