

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
November 18, 2015

Present: Eickemeyer (by telephone), Kravetz, Holtz, Macon, Meyer, Osthaus,
Bohrer
Steve Smith, TMP Architecture, Inc.
Doug Sayles, ETS Engineering, Inc.

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 NOVEMBER 18, 2015 WITH AN
ADDITION UNDER CORRESPONDENCE.**

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

MOTION CARRIED.

**Presentation on Results of Back-Up Generator Study—TMP
Architecture, Inc.**

Steve Smith and Doug Sayles reviewed the study results with the Board. Scheme 1 is the bare minimum required for life safety load (emergency egress lighting and power to the fire alarm system) which is currently backed up at both facilities.

For the Main Library, two options were presented. Scheme 2 provided partial building back-up to selected areas enabling staff to work, as well as keeping all information

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technology infrastructures operating. Scheme 3 provided back-up power to the all the loads except for the chiller. The cost difference was \$21,600.

For the Westacres Branch, a small, whole building back-up generator would be the most efficient way to provide power. The projected cost would be approximately \$63,600; however, additional study by TMP Architecture is required before the Board can take any action.

Steve Smith did verify that our Library is able to take advantage of the existing competitive bid pricing recently obtained by the Walled Lakes Consolidated Schools for back-up generators. When the Library issues its request to bid documents, the back-up generator from the Walled Lakes Consolidated Schools price list can be slotted in.

MOTION:

MOVE TO PURSUE THE DEVELOPMENT OF ALL NECESSARY DOCUMENTS IN ORDER TO BID OUT SCHEME 3 FOR THE MAIN LIBRARY, WHICH INCLUDES COVERAGE OF THE ENTIRE BUILDING WITH THE EXCEPTION OF THE CHILLER.

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

Correspondence

- Correspondence was received from the League of Women Voters Oakland area thanking the Library for hosting their meeting.
- Correspondence was received from an Orchard Lake resident requesting library drop boxes at school buildings.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 14, 2015 MEETING.

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

Nays: None
MOTION CARRIED.

Financial Reports

The October 2015 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- In partnership with Henry Ford Hospital—West Bloomfield, a “little library” has been established in the atrium area at the hospital.
- Staff in-service day was held on November 11, 2015.
- As part of the carpet replacement project at the Main Library, staff is taking the opportunity to review staff areas for functionality and the need for additional storage and shelving.
- The Library is conducting a social media survey from November 12-21, 2015 within both facilities and online from November 12-30, 2015 to assist staff with relevant use of social media in reaching various constituencies.
- I was invited again to serve on the advisory board for JetBlue’s 2016 *Soar with Reading* program on December 8, 2015 with all expenses covered by the company. Detroit has been selected as the city for distribution of free books.
- Additional high resolution, multi-directional cameras were added to the security system project within the young adult room at the Main Library. Bid pricing was extended.
- A formal hearing was held on November 17, 2015 regarding the August 24, 2015 accident at the Westacres Branch. All issues were resolved without the need to go to trial.
- The Library of Michigan has purchased membership in United for Libraries, a division of the American Library Association, for all Michigan libraries.

The Director’s Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$301,179.25 AND RATIFY EXPENSES PAID SINCE OCTOBER 14, 2015 IN THE AMOUNT OF \$152,913.26.

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

Award Bid for Grounds Maintenance at Both Facilities

The Board reviewed the qualified bids received for grounds maintenance and the recommendation prepared by staff. Public notice was placed in the *Oakland Press* and a mandatory pre-bid meeting was held.

MOTION:

MOVE TO AWARD THE BID FOR GROUNDS MAINTENANCE AT BOTH FACILITIES FOR ONE YEAR TO YOUR WAY PROPERTY SERVICES AT A TOTAL COST OF \$24,353.

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

Approval of Bid Specifications for Carpet Replacement in Designated Staff Areas at Main Library

MOTION:

MOVE TO APPROVE THE BID SPECIFICATIONS AND POSTING FOR REPLACEMENT OF CARPET AND LINOLEUM TILE IN DESIGNATED STAFF AREAS AT THE MAIN LIBRARY.

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

Approval to Expand Eligibility for Direct Deposit

MOTION:

MOVE TO REVISE THE PERSONNEL POLICY ON MISCELLANEOUS BENEFITS TO INCLUDE ASSISTANTS (COMPUTER, SUPPORT SERVICES AND CIRCULATION) AS ELIGIBLE EMPLOYEES FOR DIRECT DEPOSIT.

Moved: Holtz

Second: Osthaus

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

Nays: None

MOTION CARRIED.

The meeting was adjourned at 8:35 p.m.

Carol Kravetz, Secretary