

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
October 10, 2018

Present: Foster, Holtz, Kravetz, Macon, Meyer, Bohrer

**Absent &
Excused:** Eickemeyer

Call to Order

President Kravetz called the meeting to order at 7:00 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE OCTOBER 10, 2018 MEETING.

Moved: Holtz
Second: Foster
Ayes: Holtz, Foster, Kravetz, Macon, Meyer
Nays: None

MOTION CARRIED.

Correspondence

- Correspondence was received from a WB resident regarding program registration.
- Correspondence was received from a representative of the Consul General of Japan in Detroit.
- Correspondence was received from a WB resident regarding the Board's activities.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 12, 2018 MEETING.

Moved: Macon
Second: Meyer
Ayes: Macon, Meyer, Foster, Holtz, Kravetz
Nays: None

MOTION CARRIED.

Financial Reports

The September 2018 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The fiber line between the Main Library and the Westacres Branch was damaged again by a fire on the DTE poles on September 29, 2018. The 1,250 feet of fiber line between Duffield and Buckland streets was replaced on October 3, 2018.
- During the month, two individuals had library privileges suspended for a period of six months due to violations of the Library's Rules of Conduct. Three warning letters were also issued regarding disruptive behavior.
- A vendor's truck backed into a light pole at the Westacres Branch on September 20, 2018. The vendor has agreed to cover the cost of the damage.
- Display boards for an exhibit chronicling the 20-year history of our Sister Library relationship with the Awaji City Higashiura Public Library are being developed. A draft of the layout of the five display boards was distributed.
- Quarterly department reports for the period of July 1, 2018 through September 30, 2018 were reviewed.

Bohrer provided a draft proclamation honoring the 20-year Sister Library relationship with the Awaji City Higashiura Public Library. Bohrer plans to also send a copy of this proclamation to the Consul General of Japan in Detroit.

MOTION:

**MOVE TO APPROVE THE PROCLAMATION HONORING THE 20-YEAR
SISTER LIBRARY RELATIONSHIP WITH THE AWAJI CITY HIGASHIURA
PUBLIC LIBRARY.**

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

The Director's Report was received.

Accounts Payable

MOTION:

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF
\$151,133.38 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 12,
2018 IN THE AMOUNT OF \$171,243.33.**

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

**Approval of Revision to Collection Development Policy—Electronic
Resources**

Bohrer reported that staff is being inundated with repeated unsolicited requests from professional marketers to add outside links to the Library's website. Additional text is being suggested in the electronic resources policy to address the issue.

MOTION:

**MOVE TO APPROVE THE REVISION TO THE ELECTRONIC RESOURCES
COLLECTION DEVELOPMENT POLICY.**

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

Approval of Revision to MeL Interlibrary Loan Parameters

Bohrer provided revisions that expand the availability of areas of the collection to be made available for interlibrary loan.

MOTION:

MOVE TO APPROVE THE REVISIONS TO THE MEL INTERLIBRARY LOAN PARAMETERS.

Moved: Foster
Second: Meyer
Ayes: Foster, Meyer, Holtz, Kravetz, Macon
Nays: None

MOTION CARRIED.

Review of Program Registration Policy

The Board reviewed the current program registration policy in light of a request to allow non-residents to attend registered children's programs. Examining the fall complement of youth programs, Bohrer reported that very few children's programs require registration and non-residents are able to attend non-registered program. Programs become registered primarily due to space constraints or the nature of the program. The current policy ensures that West Bloomfield residents have access to programming when limited attendance is necessary.

MOTION:

MOVE TO AFFIRM THE EXISTING PROGRAM REGISTRATION POLICY.

Moved: Meyer
Second: Holtz
Ayes: Meyer, Holtz, Foster, Kravetz, Macon
Nays: None

MOTION CARRIED.

The meeting was adjourned at 7:45 p.m.

Carol Foster, Secretary