

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
October 16, 2019**

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

Absent: None

Call to Order

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

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE OCTOBER 16, 2019 MEETING.

Moved: Macon

Second: Foster

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

Nays: None

MOTION CARRIED.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 11, 2019 MEETING.

Moved: Kravetz

Second: Macon

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

Nays: None

MOTION CARRIED.

Financial Report

The September 2019 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The Friends of the Library are holding a fundraiser on Thursday, October 24 2019 at The Lodge Grill & Bar in Keego Harbor. The Lodge will donate 20% of all meals purchased when a fundraiser flyer is presented.
- An individual received a warning letter for vaping in the Main Library on September 23, 2019, which is a violation of the Library's Rules of Conduct.
- The mock-up of the Board's annual report for fiscal year 2018-2019 is about to go to print and will be available to the public within two weeks.
- The mock-up of the new endowment fund brochure is also ready to go to print and will be available for inclusion in the 2019 endowment solicitation mailing next month. There will eventually be two companion pieces (book tributes and volunteering) to the endowment brochure.
- There is a growing trend in public libraries around the country to eliminate overdue fines, particularly in urban libraries where fines are seen as a barrier to equitable access. The Detroit Public Library went fine free in September 2019. The Board should monitor this trend moving forward.
- The department quarterly reports for the period of July – September 2019 were included for review.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$487,325.30 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 11, 2019 IN THE AMOUNT OF \$158,086.10.

Moved: Macon

Second: Foster

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

Nays: None

MOTION CARRIED.

Approval of Carpet Cleaning Bid Specifications

MOTION:

MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR CARPET CLEANING AT BOTH FACILITIES FOR THE PERIOD OF DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2020 WITH A ONE-YEAR OPTION TO RENEW.

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

Approval of Window Cleaning Bid Specifications

MOTION:

MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR WINDOW CLEANING AT BOTH FACILITIES FOR THE PERIOD OF DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2020 WITH A ONE-YEAR OPTION TO RENEW.

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

Approval of Revisions to Library Card Policy

Director Bohrer reviewed the proposed changes to library card policy which were minor in nature. The library card chart had an additional column related to computer use and a new library card category which also related to computer use. The institution loan policy and card category were deleted, since the outreach category is now used in its place. The loan period and material renewal columns in the library card chart now have more detail. All outdated material formats were removed.

MOTION:

MOVE TO APPROVE THE REVISIONS TO LIBRARY CARD POLICY.

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

The meeting was adjourned at 7:35 p.m.

Carol Foster, Secretary