

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**November 13, 2019**

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

**Absent &  
Excused:** Eickemeyer

**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 NOVEMBER 13, 2019  
MEETING.**

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

**Correspondence**

- Correspondence was received from a West Bloomfield resident with suggestions regarding the tutorial/group meeting room policy.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 16, 2019 MEETING.**

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

**Financial Report**

The October 2019 financial statements were accepted.

**Director's Report**

Director Bohrer reported on the following:

- The endowment solicitation information will be mailed out on November 12, 2019. A letter from the Director and the President of the Friends of the Library will be included.
- The CEO of MacMillan Publishers provided a statement to the American Library Association indicating that the new “windowing” for eight weeks policy will continue to move forward regardless of complaints/appeals received from the library community and public. Major public libraries around the country are now on record to boycott the purchase of MacMillan ebooks.

After discussion, it was the consensus of the Board that the Library continue to purchase MacMillan ebooks, but have the FAQ sheet explaining the situation available to the public should there be complaints about long wait times for MacMillan new ebook titles.

The Director's Report was accepted.

**Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$260,158.92 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 16, 2019 IN THE AMOUNT OF \$83,504.58.**

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

### **Review of Tutorial/Group Study Room Policy**

The Board reviewed the Tutorial/Group Study Room Policy in light of suggestions received from a West Bloomfield resident. The Board discussion did affirm that group study rooms were specifically built for group usage and that groups should be given priority over single users regardless of time of day and day of week. It was noted that there is considerable seating throughout the Library for single users. The consensus of the Board at this time is that the policy has been in effect for only a month and much more time is required to gather data on usage patterns and any other issues before considering any type of revision.

**MOTION:**

**MOVE TO TABLE FURTHER DISCUSSION OF THE TUTORIAL/GROUP STUDY ROOM POLICY UNTIL THE MAY 2020 BOARD MEETING.**

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

### **Award Bid for Carpet Cleaning**

The competitive bid proposal for carpet cleaning services at both facilities was issued on October 20, 2019. The proposal was advertised in the *Oakland Press* and sent to 12 companies on the Library's vendor list. After a review of the proposals received, the staff recommended low bid vendor Dalton Commercial Cleaning.

**MOTION:**

**MOVE TO AWARD THE BID FOR CARPET CLEANING SERVICES FOR BOTH FACILITIES TO LOW BID VENDOR DALTON COMMERCIAL CLEANING AT A COST OF \$14,010 FOR A PERIOD OF ONE-YEAR BEGINNING DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2020 WITH A ONE-YEAR OPTION TO RENEW.**

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

**MOTION CARRIED.**

### **Award Bid for Window Cleaning**

The competitive bid proposal for window cleaning services at both facilities was issued on October 20, 2019. The proposal was advertised in the *Oakland Press* and sent to 5 companies on the Library's vendor list. After a review of the proposals received, the staff recommended low bid vendor Mulville & Sons.

**MOTION:**

**MOVE TO AWARD THE BID FOR WINDOW CLEANING SERVICES FOR BOTH FACILITIES TO LOW BID VENDOR MULVILLE & SONS AT A COST OF \$8,800 FOR A PERIOD OF ONE-YEAR BEGINNING DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2020 WITH A ONE-YEAR OPTION TO RENEW.**

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

**MOTION CARRIED.**

### **Approval of Revisions to the Interlibrary Loan Parameters**

Bohrer reported that staff recommend three additional formats—teen books on CD, youth books on CD and teen anime on DVD—for interlibrary loan eligibility.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS TO THE INTERLIBRARY LOAN PARAMETERS AS PRESENTED.**

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

**MOTION CARRIED.**

## **Approval of Bid Specifications for Janitorial Service**

### **MOTION:**

**MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR JANITORIAL SERVICE AT BOTH FACILITIES FOR THE PERIOD OF MARCH 1, 2020 THROUGH FEBRUARY 28, 2021 WITH A ONE-YEAR OPTION TO RENEW.**

Moved: Kravetz

Second: Foster

Ayes: Kravetz, Foster, Holtz, Macon, Meyer

Nays: None

**MOTION CARRIED.**

## **Review of Fiscal Year 2020-2021 Budget/Set Date and Time for Public Hearing**

The Board reviewed the FY 20/21 draft budget. Highlights of the balanced budget include:

- Overall, the proposed budget has revenue increasing by \$50,354 over the current amended budget with expenditures increasing by the same amount.
- Personnel expense is increasing by 1.5% or \$37,809. Personnel expense (wages and benefits) accounts for 47% of the operating budget which leaves adequate funding to maintain facilities and provide a diversity of materials, resources, programs and services to meet community needs. The budget reflects compliance with PA 152 for current employees with the selection of the 80/20 health care option. The employer contribution to the defined contribution pension plan is 9.5% with eligible staff required to contribute 5%.
- The materials budget accounts for just over 24% of the operating budget and is allotted across multiple formats to address demand and usage patterns.
- A transfer has been made to the Capital Improvement and Development Fund (CIAD) in compliance with the Board's Information Technology Replacement Plan. In addition, \$116,123 is being transferred into the capital repair/replacement section of the CIAD fund for future major capital repairs/replacement.
- In terms of capital purchases, additional display and study furniture has been included for both the adult and youth areas of the Main Library.

The Board felt the draft budget, as presented and discussed, was ready for a public hearing to be scheduled.

**MOTION:**

**MOVE TO SET A PUBLIC HEARING ON THE PROPOSED 2020-2021 FISCAL YEAR BUDGET TO BE HELD AT THE BEGINNING OF THE DECEMBER 11, 2019 BOARD MEETING IN THE CONFERENCE ROOM AT THE MAIN LIBRARY.**

Moved: Macon

Second: Kravetz

Ayes: Macon, Kravetz, Foster, Holtz, Meyer

Nays: None

**MOTION CARRIED.**

The meeting was adjourned at 7:47 p.m.

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Carol Foster, Secretary