

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
November 10, 2020
Held Virtually via Zoom
(In compliance with the Open Meetings Act as amended by 2020 PA 228)

Present: Foster (attending remotely from West Bloomfield, Oakland County, Michigan)
Holtz (attending remotely from West Bloomfield, Oakland County, Michigan)
Kravetz (attending remotely from West Bloomfield, Oakland County, Michigan)
Macon (attending remotely from West Bloomfield, Oakland County, Michigan)
Bohrer, Crocker and Pesale (hosts)

Absent: Eickemeyer, Meyer

Call to Order

President Holtz called the meeting to order at 7:00 p.m. She indicated the virtual Board meeting, held due to the pandemic situation, is in compliance with the Open Meetings Act as amended by Public Act 228 of 2020. An attendance roll call vote was taken by Secretary Foster and a quorum of four Board members were participating remotely from West Bloomfield Township, Oakland County, Michigan. Two Board members were absent.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE NOVEMBER 10, 2020 MEETING WITH RECOGNITION PLAQUES FOR CLARA BOHRER ADDED UNDER NEW BUSINESS.

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

Public Hearing on the Fiscal Year 2021-2022 Budget

MOTION:

MOVE TO OPEN THE PUBLIC HEARING ON THE FISCAL YEAR 2021-2022 PROPOSED BUDGET.

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

No public was present at the meeting to make comment.

MOTION:

MOVE TO CLOSE THE PUBLIC HEARING ON THE FISCAL YEAR 2021-2022 PROPOSED BUDGET.

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

Correspondence

- The Board received a request from Civic Center TV to participate in the Megacast (TV/radio show). It was the consensus of the Board that staff members be assigned to appear on the broadcast.

Public Comment

There was no public comment.

Approval of Minutes

MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 14, 2020 BOARD MEETING.

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

Financial Report

The October 2020 financial statements were accepted.

Director's Report

Director Bohrer reported on the following:

- Bohrer responded to the request from the Michigan Library Association to send letters to the House Judiciary Committee and Representative Ryan Berman in support of Senate Bill 611 which amends the Library Privacy Act.
- Library received \$75,320 from Oakland County from the CARES Act funding. An additional \$23,000 of reimbursement will be requested by the November 30, 2020 deadline.
- The use of curbside services continue to decline at both facilities and as a result the Library could consider changing temporary hours to the regular opening time of 9:00 a.m. rather than 10:00 a.m. The hour is no longer needed to gather materials for parking lot pick-up. The drive-up window and “grab and go” continue to receive significant usage.
- The Pandemic Preparedness and Response Plan, available on both the website and the staff intranet, has been updated taking out references to executive orders and strengthening work at home when feasible.
- Computer usage by appointment is operating smoothly with the average time of 23 minutes on a computer at the Main Library and 16 minutes at the Westacres Branch. Users have been both cognizant and conscientious about time limits.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$146,831.38 AND RATIFY EXPENSES INCURRED SINCE OCTOBER 14, 2020 IN THE AMOUNT OF \$175,553.05.

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

Approval of the Fiscal Year 2021-2022 Budget

President Holtz reported that the Board reviewed and discussed the proposed budget for fiscal year 2021-2022 and a public hearing was held, so the Board can now approve the budget.

MOTION:

MOVE TO APPROVE THE PROPOSED FISCAL YEAR 2021-2022 BUDGET.

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

Approval of Electronic Participation Procedure

President Holtz explained that the recent amendment (Public Act 228 of 2020) to the Open Meetings Act requires that the Board establish an electronic participation procedure for Board meetings. Director Bohrer explained that a virtual participation by Board members can be held for any reason through December 31, 2020, for three reasons through December 31, 2021 and for only one reason after December 31, 2020 as outlined in the procedure. Director Bohrer indicated that throughout all three timeframes certain requirements must be met. As additional information or clarification on the new amendment becomes available, the Board will be advised.

MOTION:

MOVE TO APPROVE THE PROCEDURE FOR ELECTRONIC PARTICIPATION BY BOARD MEMBERS AS REQUIRED BY THE RECENT AMENDMENT TO THE OPEN MEETINGS ACT.

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

Award Bid for Window Washing Services

The Board reviewed the staff report and recommendation on the results of the competitive bid for window washing services at both facilities.

MOTION:

MOVE TO AWARD THE BID FOR WINDOW WASHING SERVICES AT BOTH FACILITIES FROM DECEMBER 1, 2020 THROUGH NOVEMBER 30, 2021 TO LOW BID VENDOR CUSTOM SHINE AT AN ANNUAL COST OF \$10,460, WITH A ONE-YEAR OPTION TO RENEW.

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

Recognition Plaques for Clara Bohrer

President Holtz indicated that the youth activity centers of each facility should have a plaque recognizing retiring Director because she was instrumental in the design of the youth rooms, which have been extremely popular with parents and children alike. Each plaque should read:

Youth Activity Center
In recognition of Clara Nalli Bohrer
For her commitment to early literacy, an active learning environment and play based learning experiences.

The Board approved by acclamation. Bohrer expressed thanks because her interest in youth services goes back to the beginning of her career.

The meeting was adjourned at 7:40 p.m.

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Carol Foster, Secretary