

Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
June 12, 2013

Present: Kravetz, Holtz (arrived at 7:45 p.m.), Macon, Meyer, Osthaus

**Absent &
Excused:** Bordman

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 THE JUNE 12, 2013 MEETING.

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

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE MAY 8, 2013 MEETING.

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

Financial Report

The May 2013 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- An update on the civic center paving project. The parking lot re-opened on Saturday, June 8, 2013 and the drive-up window and exterior book drops became available on Sunday, June 9, 2013. There is an issue with concrete work near the staff door which will need to be addressed.
- A warning letter was issued for disruptive behavior.
- The Library's audit will be conducted from June 19 -25, 2013.
- An article on the Library's early literacy services will be featured in the inaugural issue of *West Bloomfield Today*, a new glossy magazine, which will be distributed quarterly to all residences in West Bloomfield.
- The Director's visit to a White House/Institute for Museum and Library Services event on June 11, 2013.
- The Main Library's circulation increased in May by 3% over the previous May, even with the extensive disruption due to the civic center paving project.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$311,341.21 AND RATIFY EXPENSES INCURRED SINCE MAY 8, 2013 IN THE AMOUNT OF \$138,742.10.

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

MOTION CARRIED.

Library's 75th Anniversary Celebration

Trustee Osthaus reported on plans for the October 12, 2013 celebration event scheduled at the Main Library. The Friends of the Library are being asked to financially support a variety of activities which will appeal to all ages.

Award Bid for Youth Educational Games Workstations

MOTION:

MOVE TO AWARD THE BID FOR YOUTH EDUCATIONAL GAMES WORKSTATIONS AT BOTH FACILITIES TO THE LOW BID VENDOR, CDW-G, IN THE AMOUNT OF \$14,992.92.

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

MOTION CARRIED.

Approval of Revision to Credit Account Policy

Bohrer discussed the recommended changes to the policy which includes information regarding the use of a check card. Such a card would be necessary to take advantage of the Apple volume purchase program for educational apps.

MOTION:

MOVE TO APPROVE THE PROPOSED REVISIONS TO THE CREDIT ACCOUNT POLICY.

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

MOTION CARRIED.

Review of Handicap Access Parking Spaces and Entrance at the Westacres Branch

The Board reviewed the proposal from Nowak & Fraus for professional services to determine a plan to improve handicap access at the main entrance and adjacent parking spaces at the

Westacres Branch. Nowak & Fraus are currently handling the civic center paving project which includes improvement of handicap access. Bohrer reported that a library user asked that the current access be reviewed.

MOTION:

MOVE TO APPROVE THE PROPOSAL FROM NOWAK & FRAUS ENGINEERS FOR PROFESSIONAL SERVICES PURSUANT TO IMPROVING HANDICAP ACCESS AT THE MAIN ENTRY AND ADJACENT HANDICAP PARKING SPACES AT THE WESTACRES BRANCH AT A COST NOT TO EXCEED \$5,650.00.

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

MOTION CARRIED.

Review of Library Hours

The Board reviewed and discussed a report from the Westacres Branch manager regarding the extremely low usage of the facility after 5 p.m. on Sundays.

MOTION:

MOVE TO CHANGE THE SUNDAY HOURS OF OPERATION AT THE WESTACRES BRANCH TO 12-5 P.M. YEAR ROUND EFFECTIVE IMMEDIATELY.

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

MOTION CARRIED.

The meeting was adjourned at 8:20 p.m.

Carol Kravetz, Secretary