

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting of**  
**June 10, 2015**

**Present:** Holtz (arrived at 7:35), Kravetz, Macon, Meyer, Osthaus, Bohrer  
Kari Eickemeyer, Friends of the Library

**Absent &**  
**Excused:** Bordman

**Call to Order**

The meeting was called to order by President Macon at 7:30 p.m. President Macon introduced Kari Eickemeyer, long-standing Treasurer and Board Member of the Friends of the Library. Ms. Eickemeyer has also been involved for many years in the annual book sale and other Friends of the Library events. She is a resident of the Westacres subdivision in the north end of the Township. Ms. Eickemeyer will be considered for the Board when Trustee Bordman submits her resignation, since she plans in the near future to move out of West Bloomfield.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA WITH THE ADDITION OF REVISION TO RULES OF CONDUCT UNDER OLD BUSINESS.**

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

**MOTION CARRIED.**

## **Approval of Minutes**

### **MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MAY 20, 2015 MEETING.**

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

## **Financial Reports**

The May 2015 financial statements were received.

## **Director's Report**

Director Bohrer reported on the following:

- Recent and upcoming partnership activities with both Roosevelt and Sheiko Elementary Schools and participation in local senior health fairs.
- Summer reading kick-off is scheduled for June 13, 2015, with promotion running on Civic Center TV. A badging system will be used again this year based on input received from last year's participants.
- The use of smart phones has been successfully implemented into all public services desks at both facilities.
- Plante & Moran will be conducting the Library's annual audit during the week of June 15, 2015.
- Jill Bickford, Youth Services Coordinator, has been appointed to the Public Library Association's Every Child Ready to Read™ Oversight Committee.
- A letter outlining revisions to the Rules of Conduct has been distributed to users over the last couple of weeks.

The Director's Report was received.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$114,278.49 AND RATIFY EXPENSES INCURRED SINCE MAY 20, 2015 IN THE AMOUNT OF \$70,400.56.**

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

### **Approval of Revision to Rules of Conduct**

Director Bohrer asked the Board to consider making the youth activity center at both facilities a permitted area for cell phone use.

**MOTION:**

**MOVE TO ADD TO THE PERMITTED LOCATIONS OF CELL PHONE USE WITHIN THE RULES OF CONDUCT THE YOUTH ACTIVITY CENTER AT BOTH LOCATIONS WHEN A PROGRAM IS NOT IN SESSION.**

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

### **Approval of Revisions to Circulation Policies**

Director Bohrer reviewed the revisions to the limits on materials circulation policy. For clarity, the policy now makes reference to both the Fine Chart and the Library Card Chart which are included in the circulation policies. The Fine Chart has been revised to include new formats and drop old ones. In addition, stricter limits have been placed on the circulation and renewal of video games.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS TO THE LIMITS ON MATERIALS CIRCULATION POLICY AND TO THE FINE CHART AS PRESENTED.**

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

**MOTION CARRIED.**

Director Bohrer reviewed the revisions to the Reciprocal Borrowing Arrangements Circulation Policy. The Troy Public Library must be added back as receiving reciprocity. It was dropped when the Troy Public Library was temporarily closing during governing and funding issues back in 2011. Since that time, all the issues have been resolved.

The reciprocal borrowing agreement with the Detroit Public Library has lapsed and must be removed from the policy. Since Detroit Public Library is part of the MiLibrary Card program, their residents will still be able to check out books from our Library.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS TO THE RECIPROCAL BORROWING ARRANGEMENTS POLICY AS PRESENTED.**

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

**MOTION CARRIED.**

**Approval of Bid Specifications for a Window Washing Contract**

**MOTION:**

**MOVE TO APPROVE THE BID SPECIFICATIONS FOR AN ANNUAL WINDOW WASHING CONTRACT WITH A ONE YEAR OPTION TO RENEW.**

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

**MOTION CARRIED.**

**Approval of Freedom of Information Act Procedures and Guidelines**

Director Bohrer reported that mandatory requirements regarding the Michigan Freedom of Information Act must be approved and in place by July 1, 2015. The requirements are reflected in the draft procedures and guidelines provided to the Board for review.

**MOTION:**

**MOVE TO APPROVE THE FREEDOM OF INFORMATION ACT  
PROCEDURES AND GUIDELINES, THE WRITTEN PUBLIC SUMMARY AND  
THE DETAILED ITEMIZATION FORM TO BECOME EFFECTIVE JULY 1,  
2015.**

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

The meeting adjourned at 8:10 p.m.

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Carol Kravetz, Secretary