

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
September 9, 2015**

Present: Eickemeyer, Kravetz, Holtz, Macon, Osthaus, Bohrer, Pesale
Steve Smith, TMP Architecture, Inc.

Absent: Meyer

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 SEPTEMBER 9, 2015
MEETING.**

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

Approval of Bid Specifications for Upgrade to Security System

Robert Pesale, Coordinator of Information Technology, reviewed the bid specifications for an upgrade to the video camera security system at both facilities. The upgrade will focus primarily on hardware, which includes both DVRs and some cameras. The goal is to obtain expanded coverage with the same amount of licenses with higher resolution in places where needed.

MOTION:

MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR AN UPGRADE TO THE VIDEO CAMERA SECURITY SYSTEM AT BOTH FACILITIES.

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

Award Bid for Computer Workstations

Robert Pesale, Coordinator of Information Technology, reviewed the bid results and recommended the selection of the low bid vendor. Our past experience with the vendor has been very good. An additional workstation will be purchased for the Westacres Branch to replace the one that was damaged beyond repair during the recent car accident.

MOTION:

MOVE TO AWARD THE BID FOR REPLACEMENT OF ALL STAFF COMPUTER WORKSTATIONS AND PUBLIC WORKSTATIONS AT THE WESTACRES BRANCH TO LOW BID VENDOR HI-TECH SYSTEMS AT A COST OF \$108,481.40 TO BE PAID FROM THE CAPITAL IMPROVEMENT AND AUTOMATION DEVELOPMENT FUND.

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

Proposal for Study on Back-Up Generator Options

Steve Smith, Senior Vice President of TMP Architecture, Inc., discussed with the Board back-up generators and reviewed the process that would be undertaken to determine back-up generator options and budget for both facilities. Doug Sayles, who was the electrical engineer on our remodeling projects in 2000 and 2001 for our facilities, will be involved in the process utilizing our as-built drawings. The Board members discussed and articulated three levels of back-up to be considered in the study.

MOTION:

MOVE TO ACCEPT THE PROPOSAL FROM TMP ARCHITECTURE, INC. TO CONDUCT A STUDY TO DETERMINE BACK-UP GENERATOR OPTIONS AND BUDGET FOR BOTH FACILITIES.

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

Correspondence

- Correspondence was received from the mayor of Awaji City, Japan.
- Correspondence was received from a West Bloomfield resident regarding the Library's eBook collection. A letter was sent in response.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE AUGUST 12, 2015 MEETING.

Moved: Kravetz
Second: Eickemeyer
Ayes: Kravetz, Eickemeyer, Macon
Nays: None
Abstain: Holtz, Osthaus
MOTION CARRIED.

Financial Reports

The August 2015 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- A vehicle crashed into the east side of the Westacres Branch on August 24, 2015. No one inside the facility or in the vehicle was injured. Belfor Property Restoration was called in that evening to board up the wall. There was damage to just one computer on the inside of the facility. The estimate to repair the facility is \$34,257. All the necessary paperwork has been filed with our insurance

provider. Our insurance provider has given permission to move forward on the repairs. It will take approximately 6 weeks for the repairs to be completed. Temporary partitions have already been installed to separate construction from our users.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$370,452.40 AND RATIFY EXPENSES PAID SINCE AUGUST 12, 2015 IN THE AMOUNT OF \$73,716.81.

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

Approval of Bid Specifications for Janitorial Services at Both Facilities

MOTION:

MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR JANITORIAL SERVICES FOR BOTH FACILITIES.

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

Approval of Bid Specifications for Grounds Maintenance at Both Facilities

MOTION:

MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR GROUNDS MAINTENANCE AT BOTH FACILITIES.

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

Appointment of FY 16/17 Budget Committee

President Macon appointed Trustees Osthaus and Eickemeyer to serve on the budget committee for the 2016-2017 fiscal year.

The meeting was adjourned at 8:45 p.m.

Carol Kravetz, Secretary