

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting of
May 10, 2017

Present: Eickemeyer, Foster, Holtz, Kravetz, Macon, Meyer, Bohrer
Steven Gibson, Plante & Moran Financial Services
Tem Miller, Empower Retirement

Absent: None

Call to Order

President Kravetz called the meeting to order at 7:00 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE MAY 10, 2017 MEETING.

Moved: Holtz

Second: Foster

Ayes: Holtz, Foster, Eickemeyer, Kravetz, Macon, Meyer

Nays: None

MOTION CARRIED.

Presentation on Empower Retirement

The representative from Empower Retirement provided background information on the company and its role in government plans around the country. Empower Retirement is one of the largest recordkeepers in the government sector. In the proposal presented, both Library plans (414 defined contribution and 457) could be moved onto their platform using the same investments, which provides for ease of administration as well as cost savings for both plans. After asking a series of questions and discussing fees, the Board thanked Mr. Miller for his presentation.

Presentation on Findings for Defined Contribution/457 Plans

Steven Gibson from Plante & Moran Financial Advisors presented findings on options for recordkeeping services as directed by the Board. The Board expressed interest in selecting a recordkeeper that could handle both existing plans using the same investments, had a local representative available to handle any issues and education and had competitive fees. After deliberating over the options, the Board decided to move the existing plans to Empower Retirement with the 35 bps asset based fee, which was included in the proposal.

MOTION:

MOVE TO ACCEPT EMPOWER RETIREMENT'S PROPOSAL FOR RECORDKEEPING SERVICES FOR THE LIBRARY'S EXISTING 457 AND 414H DEFINED CONTRIBUTION PLANS CONTINGENT ON ACCESS TO THE NEWEST WEBSITE FOR THE CONVERSION AND NO LESS THAN ONE DAY ANNUALLY FOR EMPLOYEE EDUCATION AT NO ADDITIONAL CHARGE, AND AUTHORIZE DIRECTOR BOHRER TO ENTER INTO AND EXECUTE ALL CONTRACTS AND DOCUMENTS RELATED TO MAKING EMPOWER RETIREMENT PLANS THE NEW PROVIDER FOR THE 457B AND THE 414H PLANS.

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

MOTION CARRIED.

Director Bohrer will notify current plan recordkeepers of the decision to transfer service.

MOTION:

MOVE TO RETAIN PLANTE & MORAN FINANCIAL ADVISORS AS THE ADVISOR ON THE 457 PLAN.

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

MOTION CARRIED.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE APRIL 13, 2017 MEETING.

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

Financial Report

The March 2017 (13th month) and the April 2017 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- A significant number of donations were received during the month for the Mollie Cooper Children's Book Fund in memory of Madeline Harris.
- In terms of capital projects:
 - The installation of the back-up generator at the Westacres Branch passed final inspection by the Township. All damaged landscaping has been replaced at no expense to the Library.
 - Integration of the new boilers at the Main Library into the existing controls system is expected to be completed by mid-May.
 - There will be an extension of the exterior gate at the Main Library to conceal all the meters/controls paid for by the construction manager and electrical contractor.
 - The additional furniture for the young adult room at the Main Library is on order with expected delivery sometime near the end of June.
 - The maintenance work on the entrance canopies at the Main Library is currently underway with completion expected in mid-May.
- In terms of legislative activity:
 - The bill to fund the U.S. government through September 2017 includes funding for IMLS at \$231 million, which is a \$1 million increase.
 - Efforts are still underway to obtain funding for IMLS in the 2018 budget.
 - Michigan Senate Bills 305-310 have been introduced to clarify provisions/language in PA 505-510.
- The Library has scheduled an appearance by best-selling author Daniel Silva on July 13, 2017.

The Director's Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$522,968.75 AND RATIFY EXPENSES PAID SINCE APRIL 13, 2017 IN THE AMOUNT OF \$148,883.92.

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

Strategic Plan Initiatives/Activities for FY 2017-2018

Director Bohrer reviewed the initiatives/activities for the 2017-2018 fiscal year with the Board. The initiatives/activities address the various goals and service priorities.

MOTION:

MOVE TO APPROVE THE 2017-2018 STRATEGIC INITIATIVES/ACTIVITIES.

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

Marketing Communication Plan Activities for FY 2017-2018

The plan for this year will convey two messages to the targeted market segments.

MOTION:

MOVE TO APPROVE THE 2017-2018 FISCAL YEAR MARKETING COMMUNICATION PLAN.

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

Bid Specifications for HVAC Preventative Maintenance

Director Bohrer indicated that the specifications include information on the new boilers at the Main Library.

MOTION:

**MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR HVAC
PREVENTATIVE MAINTENANCE AT BOTH FACILITIES.**

Moved: Macon

Second: Foster

Ayes: Macon, Foster, Eickemeyer, Kravetz, Holtz, Meyer

Nays: None

MOTION CARRIED.

The meeting adjourned at 8:30 p.m.

Carol Foster, Secretary