

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
June 12, 2019

Present: Eickemeyer, Foster, Kravetz, Holtz, Macon, Meyer, Bohrer

Absent: None

Call to Order

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

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE JUNE 12, 2019 MEETING.

Moved: Kravetz

Second: Foster

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

Nays: None

MOTION CARRIED.

Correspondence

- Correspondence was received from Dan Durkin, Public Relations and Marketing Coordinator from the West Bloomfield School District, inviting the Board to Governor Gretchen Whitmer's "Road to Opportunity Tour" which is being held on June 17, 2019 at West Bloomfield High School.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE MAY 15, 2019 MEETING.

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

Financial Reports

The May 2019 financial statements were received.

Director's Report

Director Bohrer reported on the following:

- The new strategic plan infographic is now available to the community and will be included with the endowment solicitation in November.
- Our IT staff placed first in Innovative Interfaces “hackathon” which took place during the 2019 Innovative Interfaces User Group meeting last month.
- The MMRMA insurance coverage was renewed for the coming year. The net asset distribution to be received from them in this fiscal year will be \$11,439.
- Additional shelving has been installed in the storage room in the basement for use by the Friends of the Library to accommodate book sale materials.
- Two of our library publications—*Library Resources for Educators* and *Smart Start: Building Baby Brainpower*—have received an award from the American Library Association as part of the PR Xchange Competition.
- The Township is planning to resurface the boulevard and has requested that the Library pay our portion.
- The IT staff is working with our telephone provider to conform to the Michigan’s E911 law, which is required for multi-line telephone systems in facilities larger than 7,000 square feet.

The Director’s Report was received.

Accounts Payable

MOTION:

MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$385,337.79 AND RATIFY EXPENSES INCURRED SINCE MAY 15, 2019 IN THE AMOUNT OF \$78,747.97.

Moved: Macon

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

Award Bid for Furniture Cleaning

The bid for furniture cleaning covers a period of one year, starting August 2, 2019 with an option for a one year extension. A legal advertisement was placed in the *Oakland Press* on May 19, 2019. The bid packet was also distributed to seven companies on the Library's bid list and the Builder's Exchange of Michigan.

MOTION:

MOVE TO AWARD THE BID FOR FURNITURE CLEANING AT BOTH FACILITIES TO LOW BID VENDOR, DALTON COMMERCIAL CLEANING, AT AN ANNUAL COST OF \$6,266.00.

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

Award Bid for Sealcoating/Repair of Main Library Parking Lots

The bid for sealcoating/repair of the Main Library parking lots covers work to be completed over the Labor Day weekend of August 31, 2019 through September 2, 2019. A legal advertisement was placed in the *Oakland Press* on May 19, 2019. The bid packet was distributed to the nine companies licensed to sealcoat in the Township and the Builder's Exchange of Michigan.

MOTION:

MOVE TO AWARD THE BID FOR SEALCOATING/REPAIR OF THE MAIN LIBRARY PARKING LOTS TO LOW BID VENDOR, OPTIONS PAVING & CONCRETE, AT A COST OF \$8,021.55.

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

Approval of Bid Specifications for HVAC Preventive Maintenance for Both Facilities

MOTION:

MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR HVAC PREVENTIVE MAINTENANCE FOR BOTH FACILITIES.

Moved: Kravetz

Second: Meyer

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

Nays: None

MOTION CARRIED.

The meeting was adjourned at 7:25 p.m.

Carol Foster, Secretary