

Minutes
West Bloomfield Township Public Library
Board of Trustees Meeting
August 11, 2010

Present: Bordman, Kravetz, Holtz, Macon, Meyer, Osthaus
Brian Camiller, Allie Steudle—Plante & Moran
Absent: None

Call to Order

President Bordman called the meeting to order at 7:30 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA WITH THE ADDITION OF TWO ITEMS UNDER NEW BUSINESS—APPROVAL OF BOOK CLUB MONTH PROGRAM AND APPROVAL OF FRIENDS OF THE LIBRARY MEMBERS ONLY EVENT.

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

MOTION CARRIED.

Presentation of 2009-2010 Audit

Brian Camiller and Allie Steudle from Plante & Moran presented the 2009-2010 fiscal year audit. The Library received an unqualified opinion, the highest that can be received. The general fund revenue, general fund expenditures, and comparison of the fund balance from 2007 to 2009 were reviewed.

It was noted that the Library had reduced expenditures to balance the budget against the loss in property tax revenue and decline in investment income. The problem with calculating depreciation of fixed assets was not present, as it had been last fiscal year.

The fixed asset records were complete and accurate. No material weakness was required to be assessed this year.

The auditors noted that the Director's administrative assistant has recently retired and the position will not be filled at the present time due to personnel reductions as a result of declining property value. The assistant was involved in certain aspects of internal control related to human resources, employee benefits and capital asset records. Any reassignment of these duties must be viewed from the standpoint of internal control. Director Bohrer reported that a review of the administrative assistant's job responsibilities in terms of potential reassignment will be conducted using the audit surveys that establish the internal control framework. While a full-time administrative assistant is not necessary at this time, some part-time hours may be required.

The audit report was accepted.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JULY 14, 2010 MEETING.

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

MOTION CARRIED.

Financial Report

The July 2010 financial report was accepted.

Director's Report

Director Bohrer reported on the following:

- Penal fine revenue decreased by 4.6% over last fiscal year. Our current budget will need to be adjusted by \$4,362.43 to address the revenue shortfall.
- Outreach plans for the current year will be similar to last fiscal year, with a significant addition. A reading appreciation program will begin with the Bloomfield Hills School District for 4th through 8th graders at West Hills Middle School.

- Print management software has been upgraded enabling Apple brand laptop users to print to the public network.
- Skype and google video software has been added to the computer workstations in the computer lab and multimedia alcove at the Main Library on a trial basis. If the trial is successful, a few workstations at the Westacres Branch will also receive the free software.
- Bohrer reviewed a research study conducted by Dominican University in conjunction with Johns Hopkins University Center for Summer Learning which addressed the question: do public library summer reading programs impact student achievement? Results indicated that students who participated in a public library summer reading program scored higher on reading achievement tests at the beginning of the next school year than those students who did not participate.
- The Main Library will remain open on Sunday, August 15, 2010 until 6 p.m. due to the change in time of the *Music at Main* program.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$171,706.58 AND RATIFY EXPENSES INCURRED SINCE JULY 14, 2010 IN THE AMOUNT OF \$144,337.03.

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

MOTION CARRIED.

2010 Millage Renewal on Primary Ballot

The Board reviewed the unofficial precinct results posted on the Oakland County website—12,116 yes (84.38%) and 2,242 no (15.61%). A total of 14,358 votes were cast for the Library millage renewal. The renewal won in both absentee and poll voting at all precincts.

Director Bohrer reported that the campaign committee was very effective and had numerous volunteers working throughout the various precincts.

Approval of Tax Levy for Fiscal year 2010-2011

MOTION:

MOVE THE FOLLOWING RESOLUTION:

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID ON MARCH 17, 2010 CONDUCT A PUBLIC HEARING ON ITS PROPOSED BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2011 AND,

WHEREAS, AFTER THE CONCLUSION OF SAID HEARING, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID, ON MARCH 17, 2010 ADOPT A BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2011, IN THE TOTAL AMOUNT OF \$ \$5,425,067.00, A COPY OF WHICH BUDGET IS ATTACHED HERETO; AND,

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD DID AT ITS REGULAR MEETING ON JUNE 16, 2010, AT WEST BLOOMFIELD TOWNSHIP MAIN LIBRARY, 4600 WALNUT LAKE ROAD, WEST BLOOMFIELD TOWNSHIP, MICHIGAN, 48323 REVISE THE BUDGET AS PREVIOUSLY ADOPTED FOR THE FISCAL YEAR ENDING MARCH 31, 2011 IN THE TOTAL AMOUNT OF \$5,351,638.00, A COPY OF SAID REVISED BUDGET BEING ATTACHED HERETO; AND

WHEREAS, TAXES FOR THE SAID FISCAL YEAR WILL BE COLLECTED IN DECEMBER, 2010 AND,

WHEREAS, THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY IS IN NEED OF \$4,868,784.00 IN TAX FUNDS TO SUPPORT THE LIBRARY AS SET FORTH IN THE ATTACHED BUDGET;

NOW, THEREFORE, BE IT RESOLVED THAT A CERTIFIED COPY OF SAID BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2011 AS REVISED, AND OF THIS RESOLUTION, BE TRANSMITTED TO THE TOWNSHIP SUPERVISOR OF WEST BLOOMFIELD TOWNSHIP NO LATER THAN SEPTEMBER 1, 2010 FOR LEVY AND COLLECTION OF 1.7 MILL (1 MILL AND AN ADDITIONAL .7 MILL), AS REDUCED BY LAW, FOR THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY, WHICH RATE IS HEREBY

CERTIFIED PURSUANT TO SECTION 10, 1877 PA 164, AS AMENDED, AND GOVERNING TAX LAW.

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

MOTION CARRIED.

Approval of Information Technology Replacement Schedule

The Board reviewed the detailed replacement plan, covering a 10 year period, prepared by the Automation Services Coordinator, Robert Pesale. Computer workstations, servers, major software products, and peripherals are included in the plan.

MOTION:

MOVE TO APPROVE THE INFORMATION TECHNOLOGY REPLACEMENT PLAN AS PREPARED BY THE AUTOMATION SERVICES COORDINATOR.

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

MOTION CARRIED.

Director Bohrer reported in the current fiscal year the plan recommends replacement of the staff workstations and the public workstations at the Westacres Branch, which are all at least 5 years old. A formal bid process will be initiated in the coming months.

Approval of Book Club Month Program

Director Bohrer reviewed the proposal prepared by Mary Killian, Adult Services Coordinator, regarding an after-hours event for our registered book groups to be held on October 22, 2010 from 6:30-8:30 p.m. at the Main Library. October is Book Club month. The event would include an author presentation, fine art photo exhibit, reception with light refreshments, and an activity of some sort to share with our Sister Library. The staff would like to serve wine at the event, which requires Library Board approval. The staff will seek out a donor to provide the wine. Trustee Meyer asked that a separate vote be taken on the issue of serving wine.

MOTION:

MOVE TO APPROVE THE USE OF THE MAIN LIBRARY AFTER-HOURS ON OCTOBER 22, 2010 FOR A BOOK CLUB MONTH EVENT.

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

MOTION:

MOVE TO ALLOW WINE TO BE SERVED AT THE BOOK CLUB MONTH EVENT.

Moved: Osthaus; Second: Macon
Ayes: Osthaus, Macon, Bordman, Kravetz, Holtz
Nays: Meyer
MOTION CARRIED.

Approval of Friends of the Library Members Only Event

Director Bohrer reviewed the proposal submitted by the Friends of the Library regarding an after-hours event for members of the Friends of the Library to be held on October 29, 2010. While a time for the program was not included, Director Bohrer thought it would begin somewhere around 6:30 or 7 p.m. The event would be a Murder Mystery Night program, which was held quite successfully numerous years ago. The Friends would like to charge a nominal fee and hold a 50/50 raffle. Trustee Holtz pointed out that Library policy prohibits charging the public for programs and events held in the Library. Trustee Kravetz asked that a separate vote be taken on the 50/50 raffle.

MOTION:

MOVE TO APPROVE USE OF THE MAIN LIBRARY AFTER-HOURS ON OCTOBER 29, 2010 FOR A FRIENDS OF THE LIBRARY SPONSORED MURDER MYSTERY NIGHT EVENT AND TO ALERT THE FRIENDS OF THE LIBRARY THAT THEY CANNOT CHARGE AN ENTRANCE FEE PER LIBRARY POLICY.

Moved: Macon; Second: Holtz

Ayes: Macon, Holtz, Bordman, Kravetz, Meyer, Osthaus

Nays: None

MOTION CARRIED.

The Board discussed the 50/50 raffle and concerns emerged regarding the appropriateness of any type of activity including a 50/50 raffle that can be viewed as gambling.

MOTION:

MOVE TO DENY THE REQUEST OF THE FRIENDS OF THE LIBRARY TO HOLD A 50/50 DRAWING OR ANY OTHER ACTIVITY THAT CAN BE VIEWED AS GAMBLING.

Moved: Kravetz; Second: Holtz

Ayes: Kravetz, Holtz, Bordman, Macon, Meyer, Osthaus

Nays: None

MOTION CARRIED.

Board Comments

President Bordman commended Trustee Osthaus for the outstanding leadership she provided during the millage renewal.

The meeting was adjourned at 8:40 p.m.

Ken Macon, Deputy Secretary