

**Minutes**  
**West Bloomfield Township Public Library**  
**Board of Trustees Meeting**  
**May 18, 2011**

**Present:** Kravetz, Holtz, Macon, Meyer, Osthaus, Bohrer

**Absent &**

**Excused:** Bordman

**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 MAY 18, 2011 MEETING WITH THE ADDITION OF TROY PUBLIC LIBRARY RECIPROCITY UNDER OLD BUSINESS.**

Moved: Holtz

Second: Meyer

Ayes: Holtz, Meyer, Kravetz, Macon, Osthaus

Nays: None

**MOTION CARRIED.**

**Correspondence**

A letter was received from West Bloomfield resident Carol Gray thanking our Library for holding the Michael Connelly author event and commending the service provided by Westacres Branch Manager Steve Ketcham.

A letter was received from Jay Wright, Westacres 75<sup>th</sup> Anniversary Committee, inviting the Library Director to attend the subdivision's anniversary kick-off celebration on Friday, July 29, 2011.

A letter was received from the Mayor of Awaji City, Japan, Yasuhiko Kado, thanking our Library for the generous hospitality during his delegation's visit.

### **Approval of Minutes**

#### **MOTION:**

#### **MOVE TO APPROVE THE MINUTES FOR THE APRIL 13, 2011 BOARD MEETING.**

Moved: Osthaus

Second: Kravetz

Ayes: Osthaus, Kravetz, Holtz, Macon, Meyer

Nays: None

**MOTION CARRIED.**

### **Financial Report**

The April 2011 financial statements were accepted.

### **Director's Report**

Director Bohrer reported on the following:

- An individual's library privileges were suspended for three months due to disruptive behavior at the Main Library on April 18, 2011, which is a violation of the Library's Rules of Conduct.
- The year-end statistics for collection, circulation, cardholders, interlibrary loan, courtesy notices, holds, programs and laptop users were reviewed.
- The Everyone's Reading author event on April 14, 2011 at the Berman Theater was extremely successful with more than 500 people in attendance.

- The visit from our Sister Library delegation, lead by Awaji City Mayor Yasuhiko Kado, went extremely well, with 50 representatives from area schools, government and partner organizations participating.
- Our Library received 2 top awards in the 2011 ALA/LLAMA Public Relations Best of Show for our 2010 millage campaign materials and our *Whiz Kids Quick Guides*.
- The work to remove the queue railing in the lobby at the Main Library has been scheduled for the weekend of May 20, 2011.
- The Library has recently implemented QR codes for marketing purposes. We were mentioned in a May 4, 2011 article on the topic in the *Chicago Tribune*.
- The Michigan Library Association has agreed to support the Herrick District Library in their lawsuit against the Library of Michigan.
- Senate Bill 0007 has passed which would mandate public employees pay 20 percent of their health care premiums without the option of putting a hard cap on the costs.
- The West Bloomfield Zoning Board of Appeals at their May 3, 2011 meeting voted to extend their approval through June 21, 2011 of our exterior National Medal signs. Township Trustees Farber and Rosenberg were present to speak in favor of our Library's extension request.
- The Public Library Trustee Association of Oakland County is holding their annual spring dinner on Tuesday, June 21, 2011.

The Director's Report was accepted.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$232,700.30 AND RATIFY EXPENSES INCURRED SINCE APRIL 13, 2011 IN THE AMOUNT OF \$149,058.11.**

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

**MOTION CARRIED.**

## **Troy Public Library Reciprocity**

Director Bohrer reported that the Troy Public Library will remain open at 55 hours per week for the time being. At their meeting on May 16, 2011, the Troy City Council decided, on a 5-2 vote, to hold a special election on August 2 for a library millage.

### **MOTION:**

**MOVE TO STAY IMPLEMENTATION OF THE CESSATION OF RECIPROCITY WITH THE TROY PUBLIC LIBRARY UNTIL THE RESULTS OF THE AUGUST 2, 2011 ARE KNOWN.**

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

**MOTION CARRIED.**

## **Approval of FY 2011-12 Strategic Plan Initiatives**

The Board reviewed the initiatives for the coming year, which includes emphasis on the new e-book format. Trustee Holtz complimented the library staff on their continued focus on innovation and customer service.

### **MOTION:**

**MOVE TO APPROVE THE FY 2011-12 STRATEGIC PLAN INITIATIVES.**

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

**MOTION CARRIED.**

## **Approval of Bookkeeper Position Description Revision**

The Board reviewed the proposed revision which combines the responsibilities of the bookkeeper position and the vacant administrative assistant position into a finance

manager/benefits coordinator position. A representative from the Library's audit firm reviewed the position description in terms of its comprehensiveness. The revised position would be compensated at the managerial level. The position will be posted with salary/benefits listed as commensurate with experience.

**MOTION:**

**MOVE TO APPROVE THE REVISION OF THE BOOKKEEPER POSITION DESCRIPTION TO THAT OF FINANCE MANAGER/BENEFITS COORDINATOR TO BE COMPENSATED AT THE MANAGERIAL LEVEL COMMENSURATE WITH EXPERIENCE.**

Moved: Holtz

Second: Osthaus

Ayes: Holtz, Osthaus, Kravetz, Macon, Meyer

Nays: None

**MOTION CARRIED.**

The meeting was adjourned at 8:15 p.m.

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Carol Kravetz, Secretary