

**Minutes  
For the West Bloomfield Township Public Library  
Board of Trustees Meeting  
April 13, 2016**

**Present:** Kravetz, Holtz, Macon, Meyer, Bohrer  
Ken Sachs--Miller, Canfield, Paddock and Stone

**Absent &  
Excused:** Eickemeyer, Osthaus

**Call to Order**

President Macon called the meeting to order at 7:05 p.m.

**Approval of Agenda**

**MOTION:**

**MOVE TO APPROVE THE AGENDA FOR THE APRIL 13, 2016 MEETING.**

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

**Approval of IRS Required Restatement of the Defined Contribution Benefit Plan**

Ken Sachs from Miller Canfield reviewed the restated defined contribution benefit plan focusing on changes from the previous version which included the normal retirement age and the fiduciary sections. The IRS requires all plans of this type to be restated by the end of April 2016. Mr. Sachs also discussed the Board's fiduciary responsibilities in terms of the plan. He indicated that our plan is well-managed and well-documented.

**MOTION:**

**MOVE TO APPROVE THE IRS REQUIRED RESTATEMENT OF THE WEST BLOOMFIELD LIBRARY EMPLOYEES DEFINED CONTRIBUTION BENEFIT PLAN AS PRESENTED.**

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

Director Bohrer was asked to send the plan to Wells Fargo for their signature by the end of the month.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE MARCH 23, 2016 MEETING.**

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

**Financial Reports**

The March 2016 financial statements were received.

**Director's Report**

Director Bohrer reported on the following:

- Department quarterly reports covering the 4<sup>th</sup> quarter of the fiscal year.
- An initiative for this year's strategic plan will be adding more study rooms within the Main Library facility. TMP architectural firm is currently reviewing feasibility, as well as boiler replacement specifics as discussed at the last meeting.

The Director's Report was received.

## **Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE FOR THE 2015-2016 FISCAL YEAR IN THE AMOUNT OF \$136,377.23 AND RATIFY EXPENSES PAID SINCE MARCH 23, 2016 IN THE AMOUNT OF \$2,331.60.**

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

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE FOR THE 2016-2017 FISCAL YEAR IN THE AMOUNT OF \$190,892.94 AND RATIFY EXPENSES PAID SINCE MARCH 23, 2016 IN THE AMOUNT OF \$71,442.56.**

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

## **Strategic Plan—FY 15/16 Accomplishments**

The report on the FY 15/16 strategic plan accomplishments was accepted.

## **Marketing Plan—FY 15/16 Accomplishments**

The report on the FY 15/16 marketing plan accomplishments was accepted.

## **Approval of Revisions to the Credit/Check Card Account Policy**

The Board reviewed the suggested revisions to the policy which cover usage of a general credit card account for items that require a credit card purchase, such as the apps from Apple for all the iPads located at both facilities.

**MOTION:**

**MOVE TO APPROVE THE SUGGESTED REVISIONS TO THE LIBRARY CREDIT/CHECK CARD ACCOUNT POLICY.**

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

**Approval of Revisions to the Library Board By-Laws**

Bohrer reported that last month the Board reviewed the suggested revisions to their by-laws, including a start time of 7:00 p.m. for the monthly meeting. According to the by-laws, the changes can now be voted on at this meeting.

**MOTION:**

**MOVE TO APPROVE THE REVISIONS TO THE WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS.**

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

The meeting was adjourned at 7:47 p.m.

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Carol Kravetz, Secretary