

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**May 15, 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 MAY 15, 2019 MEETING.**

Moved: Kravetz

Second: Foster

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

Nays: None

**MOTION CARRIED.**

**Correspondence**

- A letter was received from Senator Jim Runestad recognizing the importance of public libraries.

**Approval of Minutes**

**MOTION:**

**MOVE TO APPROVE THE MINUTES FOR THE APRIL 10, 2019 MINUTES.**

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

**Financial Reports**

The March 2019 (13<sup>th</sup> month) financial statements were received.

The April 2019 financial statements were received.

**Director's Report**

Director Bohrer reported on the following:

- The materials collection inventory and other year-end statistics which illustrate usage patterns.
- The annual audit has been rescheduled to start on May 28, 2019.
- The Michigan Library Association advocacy report for April 25, 2019 which includes information on the Narcan bills going through the legislature.
- Director Bohrer has been appointed to the Public Library Association's Board of Directors to serve as the fiscal officer effective in June 2019 for a three-year term.
- The results of the customer service survey is currently being compiled and will be presented to the Board at a future meeting.
- Similar to the Westacres Branch, the staff is preparing to initiate a sign-in process for use of computers at the Main Library to address complaints about the printing process and the need for multiple sign-ins to use the various online resources. At the Main Library due to the significant number of computers, there will be no restrictions by time or residency, however, a library card will be required.
- The installation of lighting in the young adult room at the Main Library is complete.

The Director's Report was received.

**Accounts Payable**

**MOTION:**

**MOVE TO APPROVE ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$315,279.59 AND RATIFY EXPENSES INCURRED SINCE APRIL 10, 2019 IN THE AMOUNT OF \$178,855.18.**

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

### **Approval of Tax Request Form Provided by the Township**

Director Bohrer reported that the 2019 L-4029 form, provided by the Township, shows a reduction in the taxable rate of our millages from 1.3783 to 1.3615 due to the Headlee rollback (MCL211.34d).

**MOTION:**

**MOVE TO APPROVE THE TAX RATE AS PRESENTED IN THE 2019 L-4029 AND AUTHORIZE THE PRESIDENT AND SECRETARY TO SIGN THE FORM AND THE DIRECTOR TO RETURN IT TO THE TOWNSHIP.**

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

### **Approval of FY 19/20 Marketing Communication Plan**

The 2019-20 marketing communication plan continues to use the theme “You belong here!” to position the Library as a welcoming place where community members see themselves using services and materials and attending programs and events they value.

**MOTION:**

**MOVE TO APPROVE THE FISCAL YEAR 2019-2020 MARKETING COMMUNICATION PLAN.**

Moved: Kravetz  
Second: Eickemeyer

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

### **Approval of FY 19/20 Strategic Plan Initiatives**

The Director reviewed some of the highlights of activities in support of the strategic plan that will take place over the next year including a customer service satisfaction survey, the upgrade of public workstations at the Main Library, the upgrade of presentation software and equipment in all public meeting/programming spaces at both facilities, the upgrade of the Library's website for ease of use on all mobile devices, placement of mobile pop-up libraries in middle schools and other community locations to provide access to eBooks, and the addition of family discovery and literacy kits for children in early elementary grades at both facilities.

**MOTION:**

**MOVE TO APPROVE THE STRATEGIC PLAN INITIATIVES FOR THE 2019-2020 FISCAL YEAR.**

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

### **Approval of Bid Specifications for Furniture Cleaning at Both Facilities**

**MOTION:**

**MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR FURNITURE CLEANING AT BOTH FACILITIES.**

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

**Approval of Bid Specifications for Sealcoating/Repair of Main Library  
Parking Lots**

**MOTION:**

**MOVE TO APPROVE AND ADVERTISE THE BID SPECIFICATIONS FOR  
SEALCOATING/REPAIR OF THE PARKING LOTS AT THE MAIN LIBRARY.**

Moved: Kravetz

Second: Macon

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

Nays: None

**MOTION CARRIED.**

**Board Comments**

Trustee Kravetz reported that the Friends of the Library Book Sale will take place on June 1- 2, 2019 at the Main Library. The evening of May 31, 2019 is the preview sale for members of the Friends of the Library.

The meeting was adjourned at 7:43 p.m.

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Carol Foster, Secretary