

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
August 10, 2020
Held Virtually per Executive Order 2020-154

Present: Eickemeyer, Foster, Holtz (arrived at 7:04), Kravetz, Macon, Meyer, Bohrer
Crocker and Pesale (hosts)

Absent: None

Call to Order

Vice-President Kravetz called the meeting to order at 7:00 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE AUGUST 10, 2020 MEETING.

Moved: Foster

Second: Macon

Ayes: Foster, Macon, Eickemeyer, Kravetz, Meyer

Nays: None

MOTION CARRIED.

Correspondence

There was no correspondence received.

Public Comment

There was no public comment.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE JULY 8, 2020 BOARD MEETING.

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

MOTION CARRIED.

Financial Report

The July 2020 financial statements were accepted.

Director's Report

Director Bohrer reported on the following:

- The Library received a small CARES Act grant from the Library of Michigan in the amount of \$800 made possible through the Institute of Museum and Library Services to purchase personal protective equipment anytime from now through September 20, 2021. This grant was available to all public libraries in Michigan.
- Year-end statistics for the 2019-2020 fiscal year were highlighted.
- The scientific testing results for magazines and youth board books material and COVID-19 calls for 96 hours in quarantine.
- Digital resources continue to be heavily used even with curbside and “grab and go” service options available. For example in the month of July, eBooks usage is up 56% over last year, downloadable magazines up 82%, streaming video up 135% and eAudiobooks up 33%.
- Early non-digital usage statistics for Phase 2 indicate that 51% of use is through curbside service and 49% through “grab and go” at the Main Library. At the Westacres Branch 33% of usage is through curbside and 66% is through the “grab and go” service.

- It worked well to have the Library closed during the primary election. The area used for the election was deep-cleaned afterwards. Masks were not consistently worn.

Bohrer reported that the Friends of the Library has requested to hold *Music at Main* outside behind the Main Library on September 13 and a date in October. The Board discussed the request and all members felt that it was inappropriate at this point in time when the Library is in a phase of service which requires all programming to be virtual per the Library's Pandemic Planning and Response Plan. The Friends are welcome to continue to use the Library's zoom account and registration process for programming. It was the consensus of the Board to look towards the spring/summer for face-to-face programming depending on the COVID-19 conditions at that time.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$197,258.45 AND RATIFY EXPENSES PAID SINCE JULY 8, 2020 IN THE AMOUNT OF \$247,576.42.

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

MOTION CARRIED.

Approval of Interlocal Agreement with Oakland County

Director Bohrer reported that the Library plans to submit for reimbursement to Oakland County expenses related to COVID-19 that may be covered under the CARES Act. To do so, an interlocal agreement with Oakland County is required.

MOTION:

MOVE TO APPROVE ENTERING INTO THE INTERLOCAL AGREEMENT WITH OAKLAND COUNTY FOR CARES ACT DISTRIBUTION AND AUTHORIZE THE BOARD PRESIDENT TO SIGN THE AGREEMENT.

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

Nays: None
MOTION CARRIED.

Approval of Bid Specifications for Staff and Public Workstations

The Board reviewed bid specifications for the replacement of staff computer workstations throughout both facilities and public computer workstations at the Westacres Branch. The replacements are part of the board-approved Computer/IT Replacement Plan.

MOTION:

MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR THE REPLACEMENT OF STAFF WORKSTATIONS AT BOTH FACILITIES AND PUBLIC WORKSTATIONS AT THE WESTACRES BRANCH PER THE COMPUTER/IT REPLACEMENT PLAN.

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

Retirement of Director

President Holtz reported that she accepted, on behalf of the Board, the retirement resignation of Director Bohrer. She further reported that the position posting has been widely disseminated within library channels. Applications received will initially be reviewed by a panel of local, highly-respected current and recently retired library directors, who will identify top candidates for the full Board to interview. The Board agreed to hold the evenings of October 20, 21, and 22 from 6-9 p.m. on their calendars for public interviews as needed.

Approval of FY 2020-2021 Mid-Year Budget Adjustments

Director Bohrer presented the mid-year budget adjustments. Overall, the anticipated revenue decreased by \$81,562 due to state revenue, fines and fees and penal fines being impacted by the COVID-19 pandemic situation. The Library received a donation from the Friends of the Library of \$24,000. To balance the budget at mid-year, there was reduction in expenses primarily related to capital outlay of \$51,748 and a reduced budgeted transfer to the Capital Improvement and Automation Development Fund by \$31,782. Within the materials budget category, some funds were redirected to high demand digital resources from other formats.

MOTION:

MOVE TO APPROVE THE FISCAL YEAR 2020-2021 MID-YEAR BUDGET ADJUSTMENTS.

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

MOTION CARRIED.

Set Millage Levy

MOTION:

MOVE TO APPROVE THE TAX LEVY RESOLUTION AS PRESENTED, WHICH SETS THE COLLECTION OF THE 2020 TAXES AT 1.7 MIL SUBJECT TO THE HEADLEE ROLLBACK.

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

MOTION CARRIED.

The meeting was adjourned at 7:50 p.m.

Carol Foster, Secretary