

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
October 14, 2020
Held Virtually via Zoom

Present: Eickemeyer, Foster, Holtz, Kravetz, Macon, Meyer, Bohrer
Crocker and Pesale (hosts)
Bob Tera, West Bloomfield resident

Absent: None

Call to Order

President Holtz called the meeting to order at 7:00 p.m. An attendance roll call vote was taken by Secretary Foster and all Board members were present.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE OCTOBER 14, 2020 MEETING.

Moved: Foster

Second: Kravetz

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

Nays: None

MOTION CARRIED.

Correspondence

No correspondence was received.

Public Comment

West Bloomfield resident Bob Tera introduced himself and indicated he was interested in public libraries and wanted to sit-in on the meeting.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 9, 2020 BOARD MEETING.

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

MOTION CARRIED.

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE OCTOBER 6, 2020 SPECIAL BOARD MEETING.

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

MOTION CARRIED.

Financial Report

The September 2020 financial statements were accepted.

Director's Report

Director Bohrer reported on the following:

- The Library had another positive case of COVID-19, a part-time staff member, reported on September 16, 2020. No subsequent cases have been reported. All Pandemic Preparedness and Response Plan protocols were followed. The Oakland County Health Department was notified.

- Michigan Senate Bill 1108 has passed both the House and the Senate and is on the Governor's desk waiting for her signature. It amends the Open Meetings Act to allow public bodies to meet virtually during the COVID-19 pandemic and replaces the Governor's executive order.
- The computer reservation system which was developed for Phase 3 of resuming service is working well and being used. Walk-ins have also been accommodated.
- The Library will not be sending out an endowment mailing in November.
- Usage statistics for digital services continue to rise significantly.
- Monthly circulation is now primarily through the "grab and go" service at both facilities and the drive-up window at the Main Library. The use of parking lot pick-up has significantly declined at both facilities at this time.
- The department quarterly reports for the period covering July-September 2020 were provided.

The Director's Report was accepted.

Accounts Payable

MOTION:

MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$301,965.65 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 9, 2020 IN THE AMOUNT OF \$178,237.64.

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

MOTION CARRIED.

Approval of Bid Specifications for Window Washing Services

MOTION:

MOVE TO APPROVE AND PUBLISH THE BID SPECIFICATIONS FOR WINDOW WASHING SERVICES AT BOTH FACILITIES.

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

MOTION CARRIED.

Approval of 2021 Holiday Schedule

MOTION:

MOVE TO APPROVE THE 2021 SCHEDULE OF HOLIDAY CLOSINGS.

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

MOTION CARRIED.

Approval of 2021 Library Board Meetings

MOVE TO APPROVE THE 2021 SCHEDULE OF LIBRARY BOARD MEETINGS.

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

MOTION CARRIED.

Review of 2021-2022 Fiscal Year Proposed Budget/Set Public Hearing

Director Bohrer provided an overview of the proposed fiscal year 2021-2022 budget. She touched upon:

- Revenue projections are conservative across all categories and take into account some level of uncertainty due to the economy and the impact of COVID-19.
- Revenue is projected at an increase of \$119,000 over the current fiscal year.
- Revenue includes \$5,000 from the Friends of the Library to support the materials collection.
- Expense is projected at an overall increase of \$65,469 from the current fiscal year.
- There is a new staff position to replace our soon to be retired marketing/communication specialist with whom we contract. Funds are being transferred from the professional/contractual category to the personnel category to cover the new part-time staff position expense.
- Personnel costs are 48% of the operating budget, which is within the financial guidelines established by the Board.

- The budget is in compliance with PA 152 with the selection of the 80/20 health care option and reflects a 10% contribution to the defined contribution plan for eligible employees.
- A total of \$75,000 has been added to the materials budget making the materials budget 26% of the operating budget. This ensures continued ability to purchase in-demand materials in all formats.
- A transfer to the capital improvement and automation development fund has been included.

President Holtz indicated that a public hearing on the budget must be held prior to the approval of the budget.

MOTION:

MOVE TO SET A PUBLIC HEARING ON THE 2021-2022 FISCAL YEAR BUDGET AT THE BEGINNING OF THE TUESDAY, NOVEMBER 10, 2020 LIBRARY BOARD MEETING.

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

MOTION CARRIED.

Approval of Interlocal Agreement with Oakland County

Bohrer reported that the initial agreement with Oakland County previously approved by the Board was specific to municipalities. Oakland County has asked that the Board instead approve an agreement specific to libraries, community centers and senior centers. The agreement is required before Oakland County can distribute CARES ACT reimbursement funding to our Library.

MOTION:

MOVE TO APPROVE ENTERING INTO AN 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 to Close the Main Library on November 3, 2020

Director Bohrer reported that closing the Main Library for the primary election worked out very well. The Board was reminded that they requested this item be included on a future agenda so the same closing could be approved for the general election.

MOTION:

DUE TO THE EXISTING OPERATIONAL SITUATION WITH COVID-19 AND THE FACT THE MAIN LIBRARY SERVES AS A POLLING PRECINCT, MOVE TO CLOSE THE MAIN LIBRARY ON TUESDAY, NOVEMBER 3, 2020 TO ACCOMMODATE THE ELECTION.

Moved: Kravetz

Second: Foster

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

Nays: None

MOTION CARRIED.

The meeting was adjourned at 7:45 p.m.

Carol Foster, Secretary