

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**July 14, 2021**  
**Held Virtually via Zoom**

(In compliance with the Open Meetings Act as amended by 2020 SB 1246)

**Present:**     **Michael Dorfman** (attending remotely from West Bloomfield, Oakland County, Michigan)  
                  **Judith Holtz** (attending remotely from West Bloomfield, Oakland County, Michigan)  
                  **Carol Kravetz** (attending remotely from West Bloomfield, Oakland County, Michigan)  
                  **Ken Macon** (attending remotely from West Bloomfield, Oakland County, Michigan)

**Cathy Russ**, Library Director  
                  **Jeff Crocker** (staff co-host)  
                  **Robert Pesale** (staff co-host)

**Excused:**    **Kari Eickemeyer**  
                  **Raman Singh**

**Call to Order**

President Kravetz called the meeting to order at 7:04 p.m. An attendance roll call vote was taken by Secretary Dorfman and a quorum of four Board members were present, participating remotely from West Bloomfield Township, Oakland County, Michigan.

Director Russ introduced Lynda Belian, the new Finance Manager/Benefits Coordinator.

**Approval of Agenda**

**MOTION:**  
**MOVE TO APPROVE THE AGENDA FOR THE JULY 14, 2021 MEETING AS AMENDED, WITH THE ADDITION OF PERSONNEL POLICY #11 TO NEW BUSINESS 11A.**

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

**Correspondence**—Russ informed the board about a patron compliment regarding the Library’s Summer Reading Program, and a complaint from a patron that the Library’s study rooms and study spaces were not yet available for the public to use.

**Public Comment--none**

**Approval of Minutes**

**MOTION:  
MOVE TO APPROVE THE MINUTES FOR THE JUNE 9, 2021 BOARD MEETING.**

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

**Financial Report**

The June 2021 financial statements were accepted.

**Director’s Report**

Russ pointed out the Friends of the WBTPPL’s generous donations to the Library. The Summer Reading Program is going well and business is picking up. Summer on the Go kits are well received. DTE is going to replace the existing electrical loop on the Civic Center Campus and add a second loop so there is redundancy in case the power goes out. Russ will keep the Board posted on when the work is expected to commence and any other details affect WBTPPL. The June 2021 Director’s Report was accepted.

**Accounts Payable**

**MOTION:  
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$377,992.85 AND RATIFY EXPENSES INCURRED SINCE JUNE 9, 2021 IN THE AMOUNT OF \$256,214.02.**

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

## **Old Business**

**MOTION:  
MOVE TO AWARD THE BID FOR HVAC PREVENTATIVE MAINTENANCE  
FOR BOTH FACILITIES TO MECHANICAL TEMP FOR \$9,700, WITH A ONE-  
YEAR OPTION TO RENEW.**

Moved: Holtz  
Second: Dorfman  
Ayes: Dorfman, Holtz, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

**MOTION:  
MOVE TO AWARD THE BID FOR AUTOMATIC ENTRY DOOR  
REPLACEMENT AT THE MAIN BRANCH TO ASSA ABLOY FOR \$27,500.**

Moved: Holtz  
Second: Macon  
Ayes: Dorfman, Holtz, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

## **New Business**

**MOTION:  
MOVE TO APPROVE THE REVISIONS TO PERSONNEL POLICIES  
#1,3,7,8,9,11,13,25,34 AND PERSONNEL POLICY APPENDIX A AS  
PRESENTED.**

Moved: Dorfman  
Second: Holtz  
Ayes: Dorfman, Holtz, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

**MOTION:  
MOVE TO APPROVE THE REVISIONS TO THE LIBRARY CODE OF  
CONDUCT.**

Moved: Holtz  
Second: Macon  
Ayes: Dorfman, Holtz, Kravetz, Macon  
Nays: None

**MOTION CARRIED.**

**Board Comments**—the board agreed by consensus to meet via Zoom in August and begin meeting in person in September, pending COVID-19 related conditions. The board appreciates all the excellent work library staff are doing and that the transition between directors has been a smooth one.

The meeting was adjourned at 7:39 pm.

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Michael Dorfman, Secretary