

**William P Faust Public Library of Westland  
Board of Trustee Regular Board Meeting**

Wednesday, May 19, 2021

Via Electronic Zoom

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday, May 19, 2021, at 7:00 pm by Electronic Zoom

**1. Call to Order and Rollcall**

Meeting called to order at 7:00 pm by J.Higgins

**MEMBERS PRESENT:**

James Higgins – Remotely from Wayne County, Westland, Michigan  
Gayle Nicholson – Remotely from Wayne County, Westland, Michigan  
Kathryn Sample – Remotely from Wayne County, Westland, Michigan  
Jen Koralewski – Remotely from Wayne County, Westland, Michigan  
Gary Chappell – Remotely from Wayne County, Westland, Michigan

**Member Absent:**

**ALSO PRESENT:**

Jennifer Roth, Director  
Paula Scarlett, Administrative Assistant  
Dan Wetterstrom, IT Department Head  
Mike McNamara, Library Attorney

**2. Action on Agenda**

None

**3. Citizens Comments on Agenda items**

None

**4. Business**

- a. Approval of minutes from Regular Session, April 21, 2021  
Motion by G. Chappell, supported by G. Nicholson.

J. Higgins – Aye  
G. Nicholson – Aye

G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

- b. Approval of bills for April 2021.  
Motion by K. Sample, supported by J. Koralewski.

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

Westland City Council approved the 2021-2022 Budget without any questions.

- c. Re-opening Phase – June 1  
The Library is preparing to re-open to Phase 3 and allow Patrons to browse the collection. Hours will increase to 10 am to 7 pm, Monday through Thursday. Friday and Saturday will remain from 10 am to 5 pm.

With the new guidelines, we will no longer quarantine returned books from the patrons.

Jennifer has asked for the Board's approval to close on Saturday, July 3, 2021, to observe the Sunday, July 4, 2021, paid holiday.

Motion to close the Library on Saturday, July 3, 2021, to observe the Sunday, July 4, 2021 holiday.

Motion by J. Koralewski, supported by G. Nicholson.

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

d. Plante Moran Cresa (PMC) Update

Jennifer Roth sent all Board Members the contract from Plante Moran Cresa. The difference between the final contract and the one that Board members have received is three (3) site visits, one of which will include a meeting with the public, with no additional cost.

The cost for this project is what they originally quoted, \$20,000.

James would like consistent verbiage throughout the contract, as it should be WPL (Westland Public Library) when speaking about the Library, but in many places, it states WLP.

Gary – on page Exhibit A/Scope of Services (A-1) #5, instead of the Township Board of Trustees, please change to the Library Board Trustees.

To clarify PMC services, they will include a survey and suggest what should change within the Library and what companies to use to make these changes.

IE: To improve the building usage and public spaces, this will not just be a structural survey. Let us know with the amount of staff and bathroom requirements to utilize the space we have better.

Motion to accept resolutions for the Plant Moran Cresa Proposal with changes as indicated above not exceed Twenty Thousand Dollars and zero cents (\$20,000). And miscellaneous expenses not to exceed Five Hundred Dollars and zero cents (\$500.00)  
Motion by K. Sample, supported by J. Koralewski.

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

e. Outdoor Equipment (All items will be detailed going forward)

1) Lockers – Electrical is expected to be completed this week or early next week. The company for the concrete is ready to go. Once the Electrical is completed, Dan Wetterstrom will place the order for the lockers. It is a six to eight-week turnaround for delivery.

2) Electric Signage – The original company that we approved Complete Signs LLC, withdrew their proposal due to an accounting error on their end and would not honor the price proposed. They failed to include the electrical work (\$4,450). So, we could either pay the additional monies to them or remove that portion of the proposal and

find our own electrical company to do this portion of the sign.

From Pontiac, MI, Sitto Industries was the lowest bidder originally, but their sign was smaller. They have revamped their proposal and has submitted a new proposal with a more prominent sign. The price they offered is now Forty-Eight Thousand, Six Hundred Dollars, and zero cents (\$48,600.00). This sign will be larger than the original sign from Complete signs and have a better screen quality. And this is all-inclusive, as we asked for initially.

Motion to withdraw the previous bid awarded to Complete Signs LLC based on their failure to enter into the contract as initially described.

Motion by G. Chappell, supported by J. Koralewski.

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

Motion to award the bid to Sitto Industries, based on their revised proposal. This proposal will not exceed the amount of Forty-Eight Thousand, Six Hundred Dollars, and zero cents (\$48,600.00). Dan will update the Board when work on the sign starts.

Motion by G. Chappell, supported by G. Nicholson.

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

3) Picnic Tables & Trash Cans – A Staff member suggested that we purchase picnic tables for the front lawn of the Library, so Patrons could enjoy the Library outside and make use of our WiFi. Jennifer looked into ADA-Compliant tables and spoke with Ed from the Maintenance Department; together, they thought of putting tables at every other set of trees (see pictures provided). Ed suggested new trash cans with lids, so the squirrels couldn't come in and out as they please and drag the trash all over the grounds.

Motion to purchase ADA-Compliant powder-coated framed picnic tables and trash cans with lids, not to exceed Ten Thousand dollars and zero cents (\$10,000) as proposed.

Motion by G. Chappell, supported by J. Higgins.

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

f. Indoor Equipment (All items will be detailed going forward)

1) TBS Faxing Services – This is the most requested service we have.

D. Wetterstrom explained that with the current TBS system, we could add another component, and we would like to be able to offer self-service faxing.

Gary – What is the cost that we charge for fax? We charge \$1.00 per sheet with a free cover sheet. Gayle – indicated that FedEx starts at \$1.89 per page. Staples is \$1.50, FedEx is \$1.89, Office Depot is \$1.59, and UPS is \$2.00; James googled it, as well. Jennifer wants to be seen as a forward-looking Library, and we will be able to move it anywhere in the Library. This updated system does not need to have a landline. The goal is to break even – not to make money; residents already pay for this service with the Millage.

Motion to approve to purchase the TBS EZ Fax machine not to exceed Eight Thousand Dollars and zero cents (\$8,000.00)

Motion by G. Chappell, supported by K. Sample

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

2) Teen Area Computers – Upgrade

The Teen area has four gaming computers, and we would like to upgrade these before we open back up to the public. Gaming computers are quicker than the standard

computers that we have for patrons. This upgrade will cost \$4,000 for the computers.

Motion to approve the expenditure of upgrading the Teen Gaming Computers and not to exceed Four Thousand Dollars and zero cents. (\$4,000.00)

Motion by J. Koralewski, supported by G. Chappell

Website - No updates at this time.

g. Friend's of the Library – Lynne Haggman

Both the Friends Shop and Jefferson Barnes received an all-clear with Orkin. The shop is back open, and the Friends wanted to thank the staff for helping take care of the clearing and cleaning. We were to St. Timothy's jun in the Trunk sale on May 15. The sale was not well attended but sold \$30 total for the day. Jennifer Roth has asked us to pay for 40 T-Shirts for the staff members to help promote the Library. This was approved at our monthly board meeting of the Friends. The Millage is officially on the ballot for the August 3<sup>rd</sup> election.

## **5. New business**

None

## **6. Director's Report**

We have hired four new employees recently.

Harrison Jarvis, Adult Services, Technology Aide; Audrey Franklin, Adult Services, Librarian  
Mike McCollum, Circulation, Library Assistant; Monica Porter, Circulation, Library Assistant.

We are still not fully staffed but ok, for the Phase 3 opening of the Library.

Lorene Waybrant, New Circulation Department Head, has already started updating the training manual and updating the policies and procedures. As this proceeds, I will contact Gary and Gayle to be reviewed with the Personnel Committee.

Ford Motor Company has sent us Air Purification kits, and we have them in the Staff Lounge, Administration Office, and Meeting Room A.

The informational cards for the Millage have been printed, and we are passing them out to the Patrons. These cards are for factual information only; as you know, we cannot promote the Vote Yes Campaign within the Library. The Library will be attending the All American Cruise on June 19<sup>th</sup> to promote the Library. We are actively looking for more events to promote the Library through August 3<sup>rd</sup>.

## **7. Citizens Comments**

Jen Korlewski wanted to remove her Board member hat off for a moment and encourage the Board to see how they could support the Love Your Library Millage campaign. The Committee is up and running, and we would greatly appreciate any help by volunteering your time or a monetary donation at this time. We will be having fundraisers very soon, along with a website that you can purchase a T-Shirt or donate online. Please reach out to me if you have any questions. Gayle agreed with everything Jen said, adding that the T-shirts are generic and can be worn after winning the Millage in August.

## **8. Board Members Comments**

Jen Koralewski wanted to thank Jennifer and the staff for their hard work in getting the Millage on to the August 3<sup>rd</sup>

## **9. Next Meeting Topics**

June 16, 2021, is the next regularly scheduled meeting

Budget Review

## **10. Adjournment**

RESOLVED, to adjourn the meeting at 8:10 pm

Motion by G. Chappell, supported by G. Nicholson

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried