William P Faust Public Library of Westland 6123 Central City Parkway Board of Trustee Study Session Wednesday, June 19, 2019 Meeting Room A

1. Call to Order and Attendance

Meeting called to order at 6:00 P.M.by James Higgins
TRUSTEES PRESENT: James Higgins-President, Gayle Nicholson-Vice President,
Gary Chappell, Julie Laliberte-Secretary, Kathryn Sample-Treasurer

STAFF PRESENT: Ishwar Laxminarayan – Director, Sherri West- Administrative Assistant.

ALSO PRESENT: Michael McNamara - Library Attorney

2. Action on Agenda

None

3. Business

None

4. New Business

a. Budget Adjustments for 2018-2019

Ishwar explained to the trustees that as June is the last month of the 2018-2019 fiscal year. The income from property taxes is lower than expected and the library has not yet received this year's Penal Fines. There are 2 lines in the budget that need to be adjusted.

Line # 704-Overtime. Since the maintenance department is currently understaffed, we will have to pay an additional \$4,000 in overtime costs. Our administration staff also had to work several additional hours during the transition to a new payroll system.

Line#-715.003-Fringe Benefits After several months of trending on budget, we noticed that this line was getting very close to being over budget for the year. We surmise that this may be because of the Unemployment charges that have been

charged to this line instead of 715.010. We are checking with the City's Finance Office, but in the meantime are requesting a budget adjustment of \$4,323 since it is so close to the end of the year.

Total budget adjustments requested: \$8,323.

b. <u>Director's Performance Evaluation</u>

Gary Chappell and Gayle Nicholson presented a sample performance evaluation form that will be given to the trustees to complete. Ishwar will also compile a self appraisal and send it to Stephani Field in the City of Westland's Personnel Department who will consolidate all the evaluations and present it to the Board for discussion at the July 17 study session and board meeting.

A Motion was made to go into closed session at 6:10 P.M. for discussion.

Motion: Gary Chappell Support: Gayle Nicholson

Motion Approved

A Motion to reopen closed session at 6:48 P.M.

Motion: Kathryn Sample Support: Gayle Nicholson

Motion Approved

- 5. Citizens Comments in General
- 6. Board Member Comments

Adjournment

RESOLVED, to adjourn meeting at 6:51 P.M

Motion by: Kathryn Sample Supported: Gayle Nicholson

Motion approved