

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

Wednesday, February 17, 2021

Library Conference Room

Via Electronic Zoom

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday, February 17, 2021, at 7:00 pm by Electronic Zoom

**1. Call to Order and Rollcall**

Meeting called to order at 7:00 pm by James 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, Wayne, Michigan

Gary Chappell – Remotely from Wayne County, Westland, Michigan

**Member Absent:**

**ALSO PRESENT:**

Jennifer Roth, Director

Paula Scarlett, Admin Assistant

Dan Wetterstrom, IT Dept. Head

Mike McNamara, Library Attorney

**2. Action on Agenda**

Jen Koralewski asked to have the action item added to 4e. – 1. Formation of the Yes Committee.

Motion to have Formation of the Yes Committee to be added to Business 4e, Item 1.

Motion by Jen Koralewski, supported by Gary Chappell

James Higgins – Aye

Gayle Nicholson – Aye

Gary Chappell – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Motion Carried

### **3. Citizens Comments on Agenda Items**

Scott Clark – (Westland Resident & Employee of the Library) wanted the Board to know that he was only speaking for himself. He feels many other Employees would say the same thing regarding Jennifer Roth, Interim Director is doing a good job. We are happy with how things are going and would like to endorse Jennifer as a permanent Director for the Library.

### **4. Business**

- a. Approval of minutes from the Special Session, February 11, 2021

Add the following corrections to Item 4a. Unapproved Special Meeting Minutes requested by J Higgins. Add "Remotely from Wayne County, Westland or Wayne Michigan" to each of the Board Members for Rollcall. Also, change Item 8. remove the title from each Board Member, replace it with "Aye" for the vote of Adjournment Motion by J. Koralewski, supported by G. Chappell

James Higgins – Aye  
Gayle Nicholson – Aye  
Gary Chappell – Aye  
Kathryn Sample – Aye  
Jen Koralewski – Aye

Motion Carried

- b. Approval of minutes from Regular Session, January 20, 2021

Add the following corrections to Item 4b. Unapproved Regular Meeting Minutes requested by J Higgins. Add "Remotely from Wayne County, Westland or Wayne Michigan" to each of the Board Members for Rollcall. Also, change Item 10. remove the title from each Board Member, replace it with "Aye" for the vote of Adjournment Motion by J. Koralewski, supported by K. Sample

James Higgins – Aye  
Gayle Nicholson – Aye  
Gary Chappell – Aye  
Kathryn Sample – Aye  
Jen Koralewski – Aye

Motion Carried

c. Approval of bills for January 2021

G. Chappell questioned bills from Crawford Door and Assa Abloy. Were these all for the front doors of the Library? Dan responded that the Crawford Doors were for interior doors and the Assa Abloy invoices were for the front doors. The front doors were not replaced, but gears and mechanical elements were replaced.

Motion by K. Sample, supported by J. Koralewski

James Higgins – Aye

Gayle Nicholson – Aye

Gary Chappell – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Motion Carried

d. Director Search – Status

On February 11, 2021, Special Meeting was held to extend Applications' receiving through February 19, 2021. J. Higgins asked the Board Members to review all applications and be ready for action at the Special Meeting scheduled on Tuesday, February 23, 2021.

e. Millage – Status

.975 is confirmed as the renewal of the Millage for the Library. The Committee will be formed as soon as the Director has been selected. Michael McNamara, Library Attorney, will update the ballot information that was used in the 2012 Millage.

1. Formation of the Yes Committee!

Jen Koralewski would like everyone to start contacting people you would like to be on the Committee. With the Schools reopening at the beginning of March, calendars are going to fill up fast.

The Yes Committee needs to be set up by the volunteers, not by the Library Staff or the Board. It is best to have either the Friends of the Library or another individual volunteer group set this up, per M. McNamara. Put your private citizen hat on and start calling people that you would like to join the Committee. Employees and Board Members cannot talk about the Yes Committee during Business hours, and all conversations cannot be on Library time.

The Friends of the Library have offered to start the Committee with seed money to get it going. Up to 2 Library Board Members can be on the Yes Committee.

f. Library Projects – Update & Bids

1. Website – Dan Wetterstrom

Dan reached out to Devin Adams regarding their website at the City, and Dan reviewed the RFP and will create the RFP for the Library. Dan has also received the RFP from the Auburn Hills Public Library, and they have recently gone through the rebranding process a little over a year and a half ago. Once the RFP bid is prepared, it will be posted for one month. After all RFP's are received, they will be reviewed, and meetings will be set up. It will take approximately 4 to 6 months to create.

Gary asked that some citizens have requested that scheduling meeting rooms via the website. Dan believes that function could be turned on now through Evance. Dan will look into this before we reopen to the public.

2. Electronic Sign – Dan has been working with Devin Adams from the City. They are close to having the RFP completed. It should go out to bid by the end of next week at the latest — completion of the sign in place to be by the end of April.

3. Renovation Project (Meeting Rooms, Server Room, Staff Bathroom, Offices)

Jennifer spoke to Devon Adams. He recommended a construction company that the City has used many times, and we met with the company on Friday, February 12. They will provide a cost to have a base idea of what to expect when the project is sent out for bid. This renovation will include the addition at the south end of the Library, moving the Server Room, offices, storage, and a new ADA compliance bathroom. The proposed expansion will help out in many areas.

We would create several meeting rooms along the hallway where the Browsing Room, Server Room, Meeting Room C, and the Library Conference Room redesign. All rooms would be soundproof and equipped with projectors and sound. With the Pandemic, remote meetings are here to stay. Jennifer sent out a request to other Public Libraries asking what their number one request from Patron's, and the answer was soundproofing and WiFi connectivity.

James had questions regarding the light switches inside the Library as well as some of the outside connections. Ed has had several companies come through and give quotes, and we are presently waiting on a few more.

Gary questioned if we would be removing the doors we had fixed at the Staff Entrance; they will still be in use with the renovation.

4. Storage Lockers

Outdoor lockers for material pick-ups. 2 companies have presented to the Dept Heads. We will start with 44 Lockers and set the Pick Up for items to be between 24 to 48 hours. Package Concierge offers a logo wrap, but we will not be purchasing that option.

Motion to approve the Lockers' purchase for the Library up to \$18,000 with a yearly \$1,800 maintenance fee.

Motion by G. Chappell, supported by J. Koralewski

James Higgins – Aye

Gayle Nicholson – Aye

Gary Chappell – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Motion Carried

## 5. Roof

We received two estimates, but no one could go up onto the roof at this time; we will hold off until spring and put a formal RFP out for bid.

### g. Strategic Plan

The Strategic Plan is something the permanent Director would want to work with the Board on setting up. The Strategic Plan is on hold. The last Strategic Plan that the Library had was created in 2013.

### h. Vaccines for Staff

The Personnel Committee discussed this in their meeting. Per Stephani Field, we cannot make it mandatory for employees to get the Covid Vaccines. When it is available, the Library could offer the employees incentives to encourage them to get the shots.

### i. Friends of the Library

Lynne Hagmann – The Friends Board met via Zoom on Tuesday, February 9, 2021. They held their election of officers at the meeting, and everyone will stay in the same positions for the 20-2021 FY.

American House has reached out to the Friends for books for their residents. With the Covid Pandemic, the residents have not been able to get out of their homes. The Friends were happy to help out and provided seven boxes. If you know of any organization that needs books, please contact the Friends group.

They would like to reopen the Friends Shop, and they will reach out to the members for volunteers; they will start with two days a week in 4-hour blocks and then increase as needed.

With the possible renovation, would the Friends Donation Bin be moved? Yes, but still in the same area, as it presently sits. How would the Friends sorting area change? At this time, we are not certain if some of the suggested changes are possible. We are waiting

to hear back from the contractor.

The Friends are still planning on giving the seed monies to the Yes Committee when needed.

## **5. New business**

None

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

Last month it was brought to my attention that we have some staffing shortages in the Non-Supervisory areas. Jennifer did an evaluation and confirmed the need. We are posting the following positions: a full-time Reference Librarian (40 hours) and Technology Aide (25 hours). Those positions will be posted for one month. A Library Associate (36 hours) position was also published for the Circulation Department. This position was posted internally. All of the jobs posted were already in this year's budget, so no added costs are incurred.

We are averaging about 600 to 700 patrons a week coming to the Library. About 10,000 items were checked out in January. 45% of the items were checked-out through Overdrive and Hoopla, which are on-line services. We are funding these services accordingly to reflect the demand.

## **7. Citizens Comments**

None

## **8. Board Members Comments**

James Higgins

Gayle Nicholson – With the Yes Committee's impending creation, would The Marketplace publication be able to advertise looking for volunteers on behalf of the Yes Committee? Per Michael McNamara, the Library would not be involved, and the Finance Act would govern it through the Millage guidelines. Very happy with this productive meeting once again.

Gary Chapell

Katie Sample

Jen Koralewski – I'm happy that we got through so many important items this evening. It feels so productive. The sandwich board is sad, ready for the loud and proud graphics that we will

have promoting the Library, especially with the new sign.

## **9. Next Meeting Topics**

March 17, 2021, is the next regularly scheduled meeting

Director Search – Status

Lockers - Status

Budget Amendments – Status

Budget Review for FY 21-2022

## **10. Adjournment**

RESOLVED, to adjourn the meeting at 8:03 pm

Motion by G. Nicholson, supported by K. Sample

James Higgins – Aye

Gayle Nicholson – Aye

Kathryn Sample – Aye

Gary Chappell – Aye

Jen Koralewski – Aye

Motion Carried