

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

Wednesday, June 16, 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, June 16, 2021, at 7:00 pm by Electronic Zoom

1. Call to Order and Rollcall

Meeting called to order at 7:00 pm by G. Nicholson

MEMBERS PRESENT:

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:

James Higgins - Excused

ALSO PRESENT:

Jennifer Roth, Director

Paula Scarlett, Administrative Assistant

Dan Wetterstrom, IT Department Head

Mike McNamara, Library Attorney

2. Action on Agenda

Two items added by Gary Chappell

1) Motion to add the 2021-2022 Library Board Meeting schedule under 5a #3

2) Motion to add to the new business 5c Homebound Policy

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

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

3. Citizens Comments on Agenda items

None

4. Business

- a. Approval of minutes from Regular Session, May 19, 2021
Motion by G. Chappell, supported by J. Koralewski.

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

Motion Carried

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

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

Motion Carried

- c. Budget Review
The Fiscal Year ends on June 30, 2021. We are not over Budget, but adjustments will be necessary within the Budget after a review.
- d. Plante Moran Cresa (PMC) Update
Jennifer created a Steering Committee We met last week, June 11, 2021, with Andy Fountain from Plant Moran Cresa via Sharepoint (Electronic Meeting) to discuss the Library visit and the preliminary questionnaire about the building.
- e. Friend's of the Library – Lynne Haggman
We are planning on having a Book Sale in September.

5. New Business

- a. July 1 mandates rescinded
Mask mandates have been removed and the Library will open to regular hours on July 5, 2021. Monday through Thursday: 9 am to 9 pm, and Friday and Saturday: 9 am to

5 pm. The next Board Meeting will be in-person in the Meeting Rooms.

1) In-person meetings will now be available to Patrons

The next Board Meeting will be in-person in the Meeting Rooms.

We will not resume In-person Programming until the fall.

2) Library re-opening

i. Hiring – Library Aides (3)

We also have positions for two FT Librarians, one PT Maintenance, one PT Library Assistant and one PT Library Associate available, but hiring as needed.

3) Set up the monthly Board Meeting schedule for 2021-2022. Gayle proposed that it remain on the 3rd Wednesday of the month.

Motion by G. Nicholson, supported by K. Sample

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

b. Purchases

1) Hot Spots – The Library would like to purchase 60 additional Hot Spots to clear up the waiting list. Gary to motion to approve the additional \$21,000 for 60 Hot Spots

Motion by G. Chappell, supported by G. Nicholson

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

2) Staff Chairs – The majority of our chairs for the staff are 25 years old. We have approximately 52 chairs that will need to be purchased. Ed has submitted a proposal for new chairs, so this will be completed in the new fiscal year.

c. Homebound Delivery Policy - Review

Gary questioned if the resident has not returned books, are they able to check out more

books the next visit? The same guidelines are in place for in-person and homebound patrons. Gary motioned to accept the Homebound Policy.

Motion by G. Chappell, supported by K. Sample

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

6. Director's Report

Update on the ongoing projects -

- Landscaping is almost complete
- Both the electrical and cement pad has been completed, and Dan has ordered the lockers.
- Picnic tables and trash cans should arrive by the end of July.
- We have a community engagement next Wednesday, June 23rd
- Summer Reading Program will be launched on Saturday, June 19th

7. Citizens Comments

Shawn B. loves the significant changes at the Library, including the purchase of the new chairs for employees.

8. Board Members Comments

J. Koralewski is excited about everything at the Library and is encouraging any littles to join the SRP. With all of the big projects that are happening, we should have a ribbon-cutting.

G. Chappell is wondering about the statistical decline from April to May. J. Roth explained that there would be an expected decline in warmer weather, especially as we move into summer.

G. Nicholson loves the idea of ribbon-cutting. Let's plan on the Library ribbon cutting once the electric sign has been completed. So this will highlight all of the improvements we have made.

9. Next Meeting Topics

Update on PMC and the Lockers, Sign, and Tables

July 21, 2021, is the next regularly scheduled meeting. The meeting will be an in-person next

month in the Library's Meetings Rooms unless changed before the Agenda posting.

10. Adjournment

RESOLVED, to adjourn the meeting at 8:01 pm

Motion by G. Chappell, supported by J. Koralewski

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried