

Westland Public Library
Board of Trustee Minutes
Wednesday, February 13, 2013
Meeting Room B

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, February 13, 2013 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7: P.M. by Mark Neal

Roll Call MEMBERS PRESENT:

Mark Neal-Board President
Antoinette Martin-Vice President
Sheri Robinson-Treasurer
Mark Welch

Tim Jackson-Absent

STAFF PRESENT:

Dr. Sheila Collins-Absent
Sherri West-Admin. Assist/Acq. (recording minutes)
Beth Fixler-Admin. Assist
Marilyn Kwik-Department Head of Information Services
Diane Mehl-Circulation Department Head
Clayton Heselchwerdt- Head of Technology
Andy Schuck-Adult Librarian

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Motion was made to change the order of business and place items
3.k to 3.a and 3.l to 3.b .

And to add items: 3.o- Handicap Parking and 3. p-Phone System

Motion by: Sheri Robinson

Supported by: Marck Welch

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Mark Welch-Aye

3. Citizens Comments

None

4. Business

- a. Clayton Heselchwerdt the Library's new Head of technology introduced himself and shared that he had hired his new assistant Daniel Wettershom. The Library's new operating will require that the library get new computers especially for the circulation desk and other operational functions. This would be at an initial a cost of approx \$20,000. Also he proposed the resale of existing computers at \$100 each. Mark Neal explained it easily fit into the upgrade of the Library's new operating system. There are hardware costs that have already been approved. Clayton had 3 quotes available and the least amount was currently Best Buy. Mark suggested that Clayton contact Devon Adams the City of Westland Purchaser and have him get a quote to make sure that the city could or could not get these computers at a discounted price. If not then approval to purchase from Best Buy was decided.

Motion was made to purchase Dell computers with the specs required at a price per unit not to exceed 30 units at a cost of \$680.00 per unit.

Motion by: Mark Welch

Supported by: Antoinette Martin

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Mark Welch-Aye

Motion-Carried

b. Clayton then proceeded to present his "Refresh Proposal". He gave a power point presentation which proposed a 3 year cycle for replacing computers in the Library. The Library currently has 52 public computers and 35 staff.

Motion was made to establish a 3-year "Refresh Plan" for replacing computers at 33% of the current years inventory through the direction of the Head of Technology.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Mark Welch-Aye

Motion-Carried

c. Approval of Meeting Minutes from January 9, 2013

RESOLVED, to approve the minutes of the January 9, 2013 regular board meeting as submitted.

Motion by: Sheri Robinson

Supported by: Antoinette Martin

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Mark Welch-Abstained

Motion - Carried

d. Approval of Bills

Motion to approve bills as submitted.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Mark Welch-Aye

Motion-Carried

e. Discussion of Pay Scales

Information was provided in the February Board Packet by the Library Administration staff. Also the pay scales that the Library provided Plant Moran was made available also. After some discussion Mark Neal stated that he would put

together a request for information to ask other libraries about their contracts and pay scales. Hoping to get responses that would be useful to compare our wages here at the William P. Faust Public Library of Westland.

f. Address the Holiday Policy

Discussion about the Library's Policy on Holiday Scheduled days closed needs to be addressed before the next years approval. Place item on agenda for future Library Board Meeting.

g. HVAC/Parking Lot Lighting

On Tuesday February 19th, 2013 the pre-bid process for HVAC and Parking Lot lighting will begin at 10:00 A.M. at the Library. Mark Neal stated that Devon Adams the City of Westland controller will be on hand to open the process and that Edward Rybski the Library's Maintenance person has been given overtime to be available to walk the representatives through the library. The HVAC and Parking Lot proposals have been combined in the RFP HVAC Energy and Operational Conservation Program System renovations Contract.

h. Parking Lot Lighting.

See 3.g

i. Budget-Discussion with numbers requested from Steve Smith at the city.

Mark Neal passed out the most up to date estimated FY 13-14 budget amounts. There were questions on these dollar amounts and asked for explanation on Trust & Agency Fund.

j. Library Director Health Update

Mark spoke with the Library Director's husband. She is still recovering and on pain medication.

k. Plant Moran Library Comparison

The board had copies of the report from the city provided by Plant Moran. This report did not include the 2013-2014 millage increase. The board will be using this report for future planning purposes.

l. Review policy regarding unearned vacation and Personal Leave time.

m. Acquisition of computers for cataloging system.

n. Discussion of computer replacements for 2013 and future planning.

o. Discussion of injury incident report.

p. "Obama Care" budget considerations

q. New Business

r. Director's Report

s. Citizens Comments

t. Board Member Comments

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u. Next meeting topics

v. Adjournment

RESOLVED, to adjourn meeting at _____ P.M.

Motion by:

Supported by:

- Mark Neal-Board President
- Antoinette Martin-Vice President
- Sheri Robinson-Treasurer
- Tim Jackson
- Mark Welch