Westland Public Library
Board of Trustee Minutes
Wednesday, January 8, 2014
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, January 8, 2014 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:00 P.M.by Mark Neal

Roll Call MEMBERS PRESENT:
Mark Neal-Board President-Present
Antoinette Martin-Vice President-Present
Sheri Robinson-Treasurer-Present
Tim Jackson-Emailed that he could not attend
Mark Welch-Called Mark he was caught in weather related traffic.

STAFF PRESENT:
Dr. Sheila Collins-Absent
Sherri West-Admin. Assist/Acquisitions (recording minutes)
Diane Mehl-Circulation Department Head
Clayton Heselchwerdt- Head of Technology
Ed Rybski-Maintenance –as requested

ALSO PRESENT:
Michael McNamara-Library Attorney

2. Action on Agenda

   None

3. Citizens Comments

   John Emmerd questioned about the tree trimming. Questioned the board did they approve the process prior to the start of the project. Mark Neal told him yes he was aware of how they planned to proceed. Also John asked if the Library Board considered looking into diverting the air flow from the front door. He suggested maybe a wind block or doorway entrance at the north and south sides of entryway.

4. Business
   a. Approval of minutes from December 2013 regular scheduled meeting
      Motion by: Antoinette Martin
      Support by: Sheri Robinson
         Mark Neal- Yes
         Antoinette Martin- Yes
         Sheri Robinson- Yes
         Motion – Carried

   b. Approval of Bills

   Motion to approve bills from December 2013.
   Motion by: Antoinette Martin
   Supported by: Sheri Robinson
         Mark Neal- Yes
         Antoinette Martin- Yes
         Sheri Robinson- Yes
         Motion- Carried

   c. Clayton update on security cameras.

      Clay told the board the security cameras have been installed. He was very impressed with the company and the person doing the installation. Clay presented examples of the previous camera views. Then he compared to the new cameras and system. The views the board previewed were just amazing.

d. HVAC system update.

Ed Rybski gave the Library Board an updated report on the Johnson Controls HVAC installation. He said there are issues new and old. Some of the pipes still need insulating. Some of the humidifier alarms are still going off. Ed asked to look at the contract. He is concerned about the outside air flow he thought they were supposed to remove and seal it off. And Johnson Controls did not do this. The pubic entrance temperature is staying around 58 degrees. The temperature is set to 72 degrees. Ed stated that this is not acceptable. The computer tech from Johnson Controls said the boilers are running 24 hours/ 7 days a week to keep up. Ed felt the boilers were not working properly.

Other problem areas are as follows.

- The new Glycol system in the foyer supposedly has air bubbles in it causing some leakage. Ed called them has gotten no response from them as of yet.
- Glycol system has not been insulated.
- Tech room has a serious condensation leak. Today Ed was told it was leaking from the roof. Ed has a bucket catching the leak. It is catching ½ to a gallon of water per day.
- The inside temperatures are not acceptable.
- Ed found ice on the inside of an outside wall.
- Supposedly everything is running on full tilt. But Ed questioned What are we heating?

The Library Board attorney Mr. McNamara will contact Johnson Controls seeking answers to these issues.

e. Parking Lot Lighting Update

Mark again presented the bids to consider that met with the proposal advertised in the newspaper. The Library Board had postponed voting approval hoping to attain a full board attendance to make such a large approval of spending. However due to unforeseen circumstances there are once again absences at this meeting. So as not to postpone this agenda item any longer a motion was made to accept the proposal from McNulty Electric as follows:

A motion was made to award parking lot project to McNulty Electric for the parking lot lighting bid with new poles. Not to exceed spending $109,000
Motion by: Antoinette Martin
Support by: Sheri Robinson
Mark Neal- Yes
Antoinette Martin- Yes
Sheri Robinson- Yes
Motion- Carried

f. Veteran's Memorial Update

No action or discussion.

5. New Business
Antoinette spoke about her concern for the weather related closing of the Library. The deputy mayor had called Antoinette to question why was the Library closed on the snow and below freezing temperatures days.
Now that the Library has been established as a "warming center" what type of services do we want available? The mayor's office was not aware the Library had a snow policy that was followed. A new process for deciding those days will now be as follows.
Plan to have a study session to determine this process. However the Library still needs to contact the DPS because there are areas that have not been cleared. Especially the handicap parking out front needs to be plowed again.

6. Director's Report
Sheila read the statistics on programming during the month of December 2013. She presented the circulation stats. At the Leadership team meeting Clay presented the new security system and how it can be used here at the library.
Mr & Mrs. Claus along with Mayor Wild visited the Library. Also the Library hosted a meeting for the city's department heads.

7. Citizens Comments

None

8. Board Member Comments

None

9. Next meeting topics
    - HVAC with Johnson Controls requested presence
    - Parking Lot Lighting Update
    - Discuss Emergency Protocol
    - Front Entrance to keep cold from rushing in
    - Veteran's Memorial Landscaping

10. Adjournment

    RESOLVED, to adjourn meeting at 8:00 P.M.
    Motion by: Antoinette Martin
    Supported by: Sheri Robinson
        Mark Neal-Board President-Yes
        Antoinette Martin-Vice President-Yes
        Sheri Robinson-Treasurer-Yes
        Motion- Carried