

Westland Public Library
Board of Trustee Minutes
Wednesday, January 9, 2013
Library Board Room

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, January 9, 2013 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:01 PM by Mark Neal

Roll Call MEMBERS PRESENT:

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

Michael McNamara- Library Attorney

Mark Welch-Absent

STAFF PRESENT:

Dr. Sheila Collins- Director
Sherr West- Admin. Assist. /Acquisitions
Beth Fixler-Admin. Assistant
Diane Mehl-Circulation Department Head
Marilyn Kwik-Department Head of Information Services
Kristy Cooper-Head of Technology

ALSO PRESENT:

2. Action on Agenda

None

3. Citizens Comments

Lynn Hagman from the Friends of the Library reported that they met with Honeywell and they are adding 4 more lights to the Friends Shop at no cost.

Nany Froreich requested that the Library review the handicap parking spaces. She feels they are inadequate. Particularly the spaces north and south of the main drive.

4. Old Business

a. Approval of Meeting Minutes from December 12, 2012

Motion: Antoinette Martin

Supported: Tim Jackson

Mark Neal-Aye

Antoinette Martin- Aye

Sheri Robinson- Aye

Tim Jackson-Aye

Motion- Carried

b. Approval of Bills

MOTION, to approve bills as submitted.

Motion by: Sheri Robinson

Supported by: Tim Jackson

Mark Neal-Aye

Antoinette Martin- Aye

Sheri Robinson- Aye

Tim Jackson-Aye

Motion- Carried

c. Discussion of the budget for the next fiscal year.

Mark Neal gave an update that he had talked to Steve Smith at the city and has asked for dollar amounts that the Library will be working with for the coming fiscal year. He stated he is working with the city assessor to attain those numbers.

He had also spoke with the Deputy Mayor and asked him to get in touch with Plant Moran on behalf of the Library Board to reassess our facility and its operations.

Mark stated the Library Director is gathering data on salaries of libraries in the area to compare to when reviewing salaries in the next fiscal year.

Antoinette Martin questioned when is the budget expected on Steve Smiths desk and what is the progression the board needs to follow? Mark said after he gets this information he would e-mail others and set a time to meet to begin looking into the new budget for 2013-2014.

d. Policy with the millage money and allocations.

As the board works on the new budget they will look into allocating funds for future projects and improvements.

e. Discussion of pay scales.

Set for the next agenda.

f. Confirming Acting Director

Marilyn Kwik has declined the temporary Interim Director position offered to her. Therefore the board must decide on Plan B.

Motion was made that the two current supervisors Marilyn Kwik and Diane Mehl will continue to supervise their individual departments. The 4 remaining staff under the Library Director would maintain their duties.

Ed Rybski in maintenance will be given direction by Diane Mehl.

Any other items of concern would be brought to the board and then proceed to the director should unforeseen issues arise.

Motion: Antoinette Martin

Supported: Tim Jackson

Mark Neal-Aye

Antoinette Martin- Aye

Sheri Robinson- Aye

Tim Jackson-Aye

Motion- Carried

g. Bids on parking lot and HVAC projects

Mark Neal talked with Honeywell and they are putting parking lot specs together so the Library Board may begin the bidding process.

A motion was made to move ahead with sending out bid specs for the HVAC. Separating the HVAC w/ maintenance bid from the parking lot bid. Focusing on option #3 provided by Honeywell in the December 12, 2012 Library Board meeting.

Motion: Tim Jackson

Support: Antoinette Martin

Mark Neal-Aye

Antoinette Martin- Aye

Sheri Robinson- Aye

Tim Jackson-Aye

Motion- Carried

h. Discuss hiring Plant Moran to reassess out facility and its operations.

Taken care of under item #4, section C.

5. New Business

No new business.

6. Director's Report

The Library Director gave verbal report of the statistics of programs provided by the Library. How many in attendance at selected programs.

Homebound served 27 patrons and supplied 150 items.

2 Articles on Information Central in the Westland Observer

21 Hours in Job Seekers Lab

8 Computer classes

Bi-Annual American Red Cross Blood Drive

539 Melcat items processed for Westland patrons and 445 for other libraries.

Added 112 New patrons in December

Updates from the Library Director:

*The Library is hiring 3 new librarians at the end of January 2013.

*The contract for our new operating system Innovative has been signed.

*Andy Schuck was selected by a vote of the Library staff as The 2012 Employee of the Year. He was presented with a certificate and a gift card for \$50.

7. Citizens Comments

Marilyn Kwik stated her reasoning for declining the temporary Interim Director position. She also expressed her standing on how the library board handled her recent request for a raise.

Kristy Cooper stood in support of Marilyn Kwik.

8. Board Member Comments

Tim Jackson apologized to Marilyn Kwik on how the Library Board handles the communication of the Board response to her request

He also stated how he appreciated how the Library staff takes ownership of the Library. He stated it was very impressive all that the Library staff has done.

Sheri Robinson stated that she echoes Tim Jackson's statement and also appreciates the work of all library staff and apologized if things were not handled properly.

Antoinette Martin stated that she hoped all staff understands that the board is working to justify their decisions to the citizens.

Mark Neal wishes to assure all staff the board will be addressing their concerns. He also stated that whoever wrote the letter about Andy Schuck was to be complimented on how well written. Congratulations Andy Schuck.

9. Next meeting topics

Discussion of pay scales

Address the Holiday Policy

HVAC

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

Library Director-Health update

Plant Moran

10. Adjournment

RESOLVED, to adjourn meeting at 7:52 P.M.

Motion by: Tim Jackson

Supported by: Antoinette Martin

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson- Aye

Tim Jackson-Aye

Motion- Carried