

Westland Public Library  
Board of Trustee Minutes  
Wednesday, January 11, 2012  
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 11, 2012 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:02 PM by Board Vice President Antoinette Martin

Roll Call MEMBERS PRESENT:

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

MEMBERS ABSENT:

Mark Welch-Board President  
Tim Jackson

STAFF PRESENT:

Dr. Sheila Collins- Director  
Diane Mehl-Circulation Supervisor  
Sherri West- (recording minutes)

ALSO PRESENT:

Michael McNamara- Library Attorney  
Mike Jones-Kimberly Lighting  
Douglas Jenkins-Kimberly Lighting

2. Action on Agenda

Add agenda item 3. G-payroll Services

Motion by: Sheri Robinson

Supported by: Mark Welch

Motion-carried

3. Citizens Comments

None

4. Business

a. Approval of Meeting Minutes from December 14, 2011

RESOLVED, to approve the minutes of December 14, 2011 regular board meeting with the following revisions.

\*Add Diane Mehl as attending staff.

\*A vote to approve contract with Master Maintenance as part time maintenance was voted and carried.

Motion by: Sheri Robinson

Support by: Antoinette Martin

Antoinette passed the gavel to Mark Welch as acting chair person so vote could be processed.

Martin- aye

Robinson- aye

Motion –

b. Approval of Study Session Minutes from December 14, 2011

RESOLVED, to approve the minutes of Study Session Minutes from December 14, 2011 with the following revisions.

\*Add Steve Schwartz in attendance.

Motion by:

Supported by:

Motion-

c. Approval of Bills

MOTION, to approve bills as submitted.

Motion by: Sheri Robinson

Supported by: Mark Welch

Martin- aye

Robinson- aye

Welch- aye

Motion-Carried

Discussion:

Sheila was reminded that in the future reimbursements should appear as income on spread sheet. Not as a negative in spending column.

d. LED Lighting presentation.

Mike Jones and Douglas Jenkins came and explained what they had to offer the Library in lighting upgrades. They proposed to install efficient LED lighting and upgrades to our facility at no out of pocket cost that they proposed to be funded or financed by ERC-Energy Reduction Coalition.

Many questioned were asked by board members concerning contracts, maintenance, financing, Kimberly statistics. A follow up will come at next month's board meeting. This presentation given as information only.

e. Continuation of the Expansion committee discussion.

Discussed the current list asked if there were any additions? Mark Welch requested he be added to this list. End of discussion.

f. Job Descriptions

Discussion of the Job Descriptions Dr. Collins had presented in board packets were discussed in general terms.

g. Payroll services

Discussion: Jessica at City Hall could provide payroll services to the library for all 30+ employees. This transition would also include services as Insurance premiums, 401A payments and 457 withdrawals, Aflac, etc. Sheila will look into who owns the time clock and does the library need to purchase its own. We currently do not have a contract with the current payroll vendor.

Motion was made to support the transition to the City of Westland for payroll.

Motion: Mark Welch

Support: Sheri Robinson

Vote-carried

#### 4. Director's Report

Dr. Collins gave a summary of program statistics and attendance figures to the board. The Library was very busy over the 2011 Holiday Season. Projects completed this past month such as the battery packs have been installed. The sidewalk has been repaired. She wanted to especially thank Bill Gabriel for his help in the bid process in these projects.

Mark Welch questioned Sheila about the installation of the new phone system and internet hook up proposed by Dan Bordeau at the city's IT department. Dr. Collins has not heard anything from Dan Bordeau or City Hall on either part. Antoinette Martin thanked Sheila for getting the cement project completed.

#### 5. Citizens Comments

John Emmerd asked what the plan for snow removal was while the tractor is being serviced for repairs. Sheila explained the Library is working with the insurance agency on getting quotes for repairing. In the meantime we do have snow shovels and snow blowers. The city will be doing all of the plowing as promised in former Library Board meeting.

#### 6. Board Member Comments

None

#### 7. Next meeting topics

- LED lighting-Kimberly Lighting
- Expansion Committee discussion
- Job Descriptions
- Payroll Services

#### 8. Adjournment

Motion by: Sheri Robinson

Supported by: Mark Welch

Martin- aye

Robinson- aye

Welch- aye

Motion Carried

RESOLVED, to adjourn meeting at 8:10 PM