

Westland Public Library
Board of Trustee Minutes
Wednesday, January 12, 2011
Conference Room

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, January 12, 2011 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:01 PM by Board President Leslie Bell

Roll Call

MEMBERS PRESENT:

Leslie Bell – President

Rebecca Kelly – Vice-President/Secretary

Antoinette Martin

Eddie Rice

MEMBERS ABSENT:

Duane Moody - Treasurer

STAFF PRESENT:

Marilyn Kwik

ALSO PRESENT:

Michael McNamara - Library Attorney

2. Action on Agenda

None

3. Citizen's Comments

John Emmerd, Westland resident, stated he was on the library website and could not find a way to contact board members. He also mentioned snow on the sidewalk and requested an update on outside lighting.

Citizen's comment cards were discussed.

4. Business

a. Employee of the Year

A letter of citation (see attached) was read by Marilyn Kwik naming Kristy Cooper as the 2010 Employee of the Year. Congratulations and thanks for her service were given by the board.

b. Approval of Meeting Minutes from December 8, 2010

RESOLVED, to approve the minutes of the December 8, 2010 regular board meeting as submitted.

Motion by: Martin

Support by: Rice

Martin - aye

Rice - aye

Kelly - aye

Bell - aye

Motion Carried

c. Approval of Bills

MOTION, to approve November bills as submitted.

Motion by: Rice

Support by: Martin

Rice - aye

Martin - aye

Kelly - aye

Bell - aye

Motion Carried

MOTION, to approve December bills as submitted.

Motion by: Martin

Support by: Rice

Martin - aye

Rice - aye

Kelly - aye

Bell - aye

Motion Carried

d. Capital Needs Assessment Update

Ms. Bell updated the Board on her request to go before council to secure funds for the capital needs assessment. The Finance Dept. recommended that the Board wait until the library is actually over budget to go before council.

MOTION, to direct Ms. Kwik to proceed with hiring OHM to perform a Capital Needs Assessment.

Motion by: Rice

Support by: Martin

Rice – aye

Martin – aye

Kelly – aye

Bell – aye

Motion Carried

e. Director's Search

Ms. Bell recommended that the position be posted, and once it closes, the Board can decide whether to proceed through committee or study session. Mr. McNamara suggested internal and external posting for 30 days with sealed resumes coming to the library for the Board's review.

5. Director's Report

The Director's report was presented and discussed. Ms. Kwik informed the Board that a beloved library employee, Vozzie Thomas, had unexpectedly passed away. Ms. Thomas worked part time through the AARP job placement program and will be greatly missed by staff. She also updated the Board on IT status in the library following Gary Oke's leaving for another job and her progress in rectifying the problem with the back-up security lighting.

Rice: Mr. Rice expressed his sorrow at the loss of Ms. Thomas and will miss her cheerful demeanor.

Martin: None

Kelly: Ms. Kelly complimented Andy Schuck on the success of the Foods for Fines program. She also asked Ms. Kwik about the incoming quotes for an HVAC maintenance contract.

Bell: Ms. Bell thanked Andy Schuck and the staff for putting together such a great community program. She also expressed appreciation to Ms. Kwik for her efforts in finding a bulb for the library that will result in a cost-savings and expressed appreciation for the repairs to the lighting near the bike racks and handicap parking area. She agreed with looking at lighting for the outdoor book drop and reassessing in the spring when foliage is on the trees.

6. Citizen Comments

Westland resident, Nancy Froriech, asked if the IT position would be replaced and was requested to ask if the former janitor would ever be rehired. She noted that 2 handicap spots on the south side of the building were filled with snow.

Councilwoman and Friends of the Library President, Meriem Kadi, asked if it was a legal requirement to post positions outside the library or if opportunities can be first offered internally. She also wanted to know if the Capital Needs Assessment would encompass the entire building.

Deputy Mayor, Jade Smith, offered services from the city's Human Resources Dept. for assistance in the director's search and resources for grief counseling. He also suggested the city's IT Director be utilized if needed while searching for a replacement for Gary Oke.

Westland resident, John Emmerd, asked if flashlights were distributed and a plan in place while the security lighting is being repaired. He suggested that lamps be moved when programs are located in the fireplace area to allow better viewing. He also pointed out that the sidewalk by the street was not cleared well.

7. Board Member Comments

Martin: Ms. Martin congratulated Ms. Cooper on her Employee of the Year award. She also clarified some questions she had for Ms. Kwik regarding health insurance, number of employees, overtime, and revenue reporting.

Rice: Mr. Rice offered his condolences to the Thomas family. He congratulated Ms. Cooper on her award. Mr. Rice thanked Mr. Oke for preparing the library in advance of his departure and wished him well. He expressed appreciation to all in attendance and

thanked them for their comments. He also expressed his enjoyment in having served on the library board.

Kelly: Ms. Kelly offered her condolences to the Thomas family. She congratulated Ms. Cooper on her award and thanked Ms. Kwik for the constant flow of information.

Bell: Ms. Bell expressed how proud she is of Ms. Cooper and her accomplishments that led to her award. She thanked Ms. Kwik for her quick responses and the support of staff. She updated the Board on the posting of the IT position. She deferred to Mr. McNamara who responded to audience questions regarding the legality of outside posting and explained that the library would follow past practice. He also told Ms. Foreich that there were no plans at this time to rehire the former maintenance man. Ms. Bell could not picture where the snow-filled handicap spots were located and promised to look following the meeting and have it addressed. She also stated that the maintenance company would be informed about the sidewalk responsibility. Ms. Bell asked Ms. Kwik and was assured that flashlights have been distributed around the building for emergencies. Regarding contacting the Board, she explained that contact can be made through the library due to the cost in setting up individual Board e-mail accounts.

8. Next meeting topics

2011-2012 Budget Perspective

9. Adjournment

Motion by: Martin

Support by: Rice

RESOLVED, to adjourn meeting at 8:11 PM.

Martin – aye

Rice – aye

Kelly – aye

Bell - aye

Motion Carried