

Westland Public Library  
Board of Trustee Minutes  
Wednesday, February 9, 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, February 9, 2011 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:00 PM by Board President Leslie Bell

Roll Call

MEMBERS PRESENT:

Leslie Bell – President

Rebecca Kelly – Vice-President/Secretary

Duane Moody - Treasurer

Antoinette Martin

Mark Neal

STAFF PRESENT:

Marilyn Kwik

ALSO PRESENT:

Michael McNamara - Library Attorney

2. Action on Agenda

None

3. Citizen's Comments

John Emmerd, Westland resident, requested an update on the emergency back-up lighting system.

Citizen's comment cards were discussed

4. Business

a. Introduction of New Board Member

New board member, Mark Neal, introduced himself and gave a brief bio. We was officially welcomed by Board President, Leslie Bell.

b. Approval of Meeting Minutes from January 12, 2011

RESOLVED, to approve the minutes of the January 12, 2011 regular board meeting as submitted.

Motion by: Martin

Support by: Kelly

Martin - aye

Kelly – aye

Moody – abstain

Neal - abstain

Bell - aye

Motion Carried

c. Approval of Bills

MOTION, to approve bills as submitted.

Motion by: Moody

Support by: Martin

Moody – aye

Martin – aye

Neal - abstain

Kelly - aye

Bell – aye

Motion Carried

d. HVAC Maintenance Contract

Ms. Kelly went through the quotes that were submitted for maintenance on the HVAC equipment. Due to inconsistencies in recommended coverage, Ms. Kelly thought the best course of action was to resubmit desired coverage to each company and ask them to resubmit bids on specifically what was requested.

MOTION, to table action on the HVAC maintenance contract until the March board meeting.

Motion by: Moody

Support by: Martin

Moody – aye

Martin – aye

Neal - aye

Kelly – aye

Bell – aye

Motion Carried

e. HVAC Automated Control System

The board discussed the outdated computer used for the HVAC automated control system and the limited maintainability of the system due to availability of repair parts and technical support. Ms. Kelly offered to call the current controls maintenance company to gather information on the level of urgency for replacement and how the board should proceed.

f. Adoption of Pension Trust Resolution

MOTION, to approve the Pension Trust Resolution to bring the library pension plan into compliance with the Pension Protection Act of 2006 and subsequent legislation.

Motion by: Martin

Support by: Moody

Martin – aye

Moody – aye

Neal – aye

Kelly – aye

Bell – aye

Motion Carried

5. Director's Report

The Director's report was presented and discussed. Ms. Kwik also updated the Board on progress made with the capital needs assessment and repairs on the emergency back-up lighting system. She then gave a presentation, 2011-2012 Budget in Perspective, to highlight the expected shortfalls in revenue and to start discussion on ways to make up those shortfalls.

Moody: Mr. Moody stated that the reserve fund is normally for capital expenditures and you want to keep a reserve fund, however it is also there to use when the library needs it. He feels a budget shortfall is a time of need. He complimented Ms. Kwik on her report and the budget presentation. He also thanked Kristy Cooper for her assistance.

Neal: Mr. Neal expressed appreciation for the presentation and stated that he feels the operating budget in tough economic times is a proper use for reserve funds.

Martin: Ms. Martin stated that the reserve fund should be used in times when revenues are not sustaining. She feels a millage is not going to be well received by the voters as long as the library has a large reserve. Ms. Martin also suggested that the library allow a Westland student to sponsor future library blood drives because of the scholarships available from the Red Cross.

Kelly: Ms. Kelly acknowledged that since reserve funds are built up in good economic times, a surplus could aid the library in getting through bad economic times. She also agreed with Ms. Martin that it was not yet time to request a sustaining millage. Ms. Kelly asked Ms. Kwik about the recent state aid and was told it was supplemental aid tied to a specific use. Ms. Kelly concurred with Ms. Kwik on her handling of the back-up lighting.

Bell: Ms. Bell thanked Ms. Kwik for the budget report ~~and agreed with other board members on the use of the reserve fund~~. She gave Ms. Kwik accolades for juggling the extra duties along with the many contractors that visited the building in the last month. She also thanked her for taping the recent in-service so that it could be viewed by absent employees.

## 6. Citizen Comments

Westland resident, John Emmerd, questioned why the Fire Department didn't catch the problem with the emergency back-up lighting during an inspection. He also commented on the reserve fund and questioned how long it had been since there was extra money to increase the fund.

Kristy Cooper, library employee, presented a few statistics from recent votes on library millages and the successful passage in most communities.

Westland resident, Robert Frierich, questioned how much of the reserve fund could realistically be requested for the operating budget with the many upgrades and replacements needed in the building. He also thought that most communities asked for a sustaining millage to maintain services.

Westland resident, Lynne Haggmann, stated that she had participated in a focus group during the development of the library's strategic plan and that all residents in her group were in support of an additional millage to expand services in our library.

Jade Smith, Westland Deputy Mayor, emphasized that the city resources are there to support the library. He also suggested the library utilize the city's bid program and always send out uniform bid requests.

Westland resident, Nancy Frieich, expressed thanks for the greatly improved snow removal. She did mention that one of the fire hydrants is still buried. She also asked if hydraulic lifting of the sidewalk had ever been considered and was told that it had but was extremely expensive.

## 7. Board Member Comments

Moody: Mr. Moody congratulated Kristy Cooper on her Employee of the Year award. He congratulated Mr. Neal on his appointment to the library board. Mr. Moody thanked the residents for their attendance and expressed appreciation to Jade Smith for his attendance and suggestions.

Neal: Mr. Neal thanked everyone for the welcome, expressed his happiness to be serving the library, and said he looks forward to working on the board.

Martin: Ms. Martin welcomed Mr. Neal. She reiterated that the library is not to the point of needing an additional millage. She also expressed her approval of uniform bidding and thinks it's a good system.

Kelly: Ms. Kelly welcomed Mr. Neal to the board. She expressed agreement with Ms. Martin that an additional millage is not an immediate need. She stated that the board needs to address some of the building issues, get them order, and then start looking at next year's budget.

Bell: Ms. Bell welcomed Mr. Neal and said she can already tell he'll be able to contribute to the board. She also expressed appreciation to the audience for their comments and suggestions.

## 8. Next meeting topics

HVAC Equipment Maintenance

9. Adjournment

Motion by: Moody

Support by: Martin

RESOLVED, to adjourn meeting at 8:42 PM.

Moody – aye

Martin – aye

Neal - aye

Kelly – aye

Bell - aye

Motion Carried