

Westland Public Library
Board of Trustee Minutes
Wednesday, February 12, 2014
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, February 12, 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-Present
Mark Welch-Emailed w/mother who is ill.

STAFF PRESENT:

Dr. Sheila Collins-Present
Sherri West-Admin. Assist./Acquisitions (recording minutes)
Diane Mehl-Circulation Department Head

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Add Tree trimming to New Business

3. Citizens Comments

None

4. Business

a. Approval of minutes from January 2014 regular scheduled meeting

Motion by: Sheri Robinson

Support by: Antoinette Martin

Mark Neal- Yes

Antoinette Martin- Yes

Sheri Robinson- Yes

Tim Jackson-abstained

Motion – Carried

b. Approval of Bills

Motion to approve bills from February 2014.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Yes

Antoinette Martin- Yes

Sheri Robinson- Yes

Tim Jackson-Yes

Motion- Carried

c. HVAC system update.

Ed Rybski gave the Library Board an updated written report on the Johnson Controls HVAC installation. This list was things Ed felt had not yet been addressed. Johnson Controls explained the list item by item. Johnson Controls is aware Ed has not yet been trained on the computer. The filters had been cleaned last week according to Michael Weiffering at Johnson Controls. He explained there was a re-call on some of the thermostats. They were waiting for the replacements to come in. Michael felt all of the alarms to this date are results of the faulty thermostats. The expansion pipe Ed has on the list. Supposedly this was not touched by Johnson Controls.

Sheila asked Johnson Controls when would Ed be trained and will he be able to lower the temps in the library at night while the Library is closed?

Johnson Controls said they will look into what is currently set as a default.

Tim Jackson questioned about the leak in the Tech office. Michael stated that had been taken care of.

Mark Neal signed the document stating the Library had received the Operations Manuals. Antoinette asked can we call Johnson Controls if the Library has any concerns. The answer was yes.

d. Parking Lot Lighting Update

Mark Neal said he had a couple of discussions with McNutly Electric Company. They have ordered the equipment for the job. They anticipate signing the contract next week. However they will need some of the snow to melt to begin this job.

e. Discuss Emergency Protocol

A study session was held at the Library to set guidelines for the Library being a "Warming Center" The Library does have an existing snow policy closing at 8 inches. However should the temperatures fall into sub-zero the Library should open. This may result in limited amount of staff coming in to provide limited services. Phone numbers of people that should be called for DPS was provide.

f. Veterans Memorial Landscaping

Antoinette asked if there was any discussion on future landscaping at the New Veterans Memorial. Discussion was suggested to wait until after the weather breaks and see if there are changes taking place before bringing up the subject.

5. New Business

- a. Tree Trimming Invoice payment is due. Mark Neal got a call from the tree trimming company requesting to place invoice for work already completed. They are about 90% done and would like to submit the Invoice at 90%. Is it alright with the board that the Library pays this invoice at this time?

Motion was made to approve the payment to Horton's Tree service not to exceed 90% of the full Invoice.

Motion: Sheri Robinson

Supported: Tim Jackson

Mark Neal- Yes

Antoinette Martin- Yes

Sheri Robinson- Yes

Tim Jackson-Yes

Motion- Carried

- b. LED Sign had been discussed in previous Library Board Meetings by Clay the Library's IT staff. Mark Neal was approached by Devin Adams the City of Westland's Controller. The city is going to place a bid for a new sign and would like for the Library to do a joint project as this should result in a better price for city and Library both.

6. Director's Report

Sheila gave a verbal report of the Library statistics presented in the board packet. The Library has hosted meetings for the city departments throughout the month. The Friends had a special study session with Library Board members, staff and The Friends President Miriam Kadi. The results were a new Library Book Donation Procedure. Sheila also shared that Diane Mehl is going out on a medical leave starting March 4, 2014.

7. Citizens Comments

None

8. Board Member Comments

Tim Jackson wished Diane a speedy recovery. The other Library Board members joined in on these wishes also.

9. Next meeting topics

- HVAC with Johnson Controls requested presence
- Parking Lot Lighting-update
- Tree Trimming-update
- LED Sign-update

10. Adjournment

RESOLVED, to adjourn meeting at 7:44 P.M.

Motion by: Tim Jackson

Supported by: Sheri Robinson

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