

Westland Public Library
Board of Trustee Minutes
Wednesday, March 6, 2013
Meeting Room B

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, March 6, 2013 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:01: P.M. by Antoinette Martin

Roll Call MEMBERS PRESENT:

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

STAFF PRESENT:

Dr. Sheila Collins-Absent
Sherri West-Admin. Assist/Acquisitions (recording minutes)
Beth Fixler-Admin. Assist
Marilyn Kwik-Department Head of Information Services
Diane Mehl-Circulation Department Head
Clayton Heselchwerdt- Head of Technology
Andy Schuck-Adult Librarian

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Citizens Comments

None

4. Business

a. Approval of Meeting Minutes from February 13, 2013

Due to absent members there was no quorum. Minutes were tabled until the next regular scheduled Library Board meeting.

b. Approval of Bills

Motion to approve bills subject to the next regular Library Board meeting..

Motion by: Tim Jackson

Supported by: Antoinette Martin

c. Discuss Security Assessment for Library

Due to a situation at the Library concerning a patron who got out of hand. It was suggested the Library get an assessment of security needs for the Library. Add this item to next month's agenda for more discussion.

d. Future Capital Outlay for 10 Year Plan

Antoinette had suggested a study session to look at the money that will be left over from this year's current budget. So the Library can be prepared for future spending after the 10 year mileage. Suggestions were as follows:

___ % Capital Improvements

___% Funding for future operations

___% Materials

___% Personal & Operations

e. Technology Budget

Clayton Heselschwerdt the Library's IT employee gave updates on the following:

- Server replace cost \$2500.00
- 30 desktops now in the bid process to be opened March 10, 2013
- New copiers installed in the Library
- The Library is now CIPA compliant
- Sierra is moving along, however there was a 1 to 2 week delay due to a family emergency in the family of the company's trainer.

f. Address the Holiday Policy

In explanation of this agenda item the Library attorney stated that this issue arose because of the Library's former reduced hours. Now that the Library is under full operations this issue has resolved itself. Antoinette Martin requested that this topic placed again on the next agenda as her concerns about this have not yet been resolved.

g. HVAC/Parking Lot Lighting Bids

The City sent out the bid process until March 18, 2013. They will be viewed and considered at the next regularly scheduled Library Board meeting.

h. Recognize Andy Schuck as Employee of the year for 2012

Marilyn Kwik presented Andy Schuck to the Library Board as the 2012 Employee of the Year. The letter of nomination was read to explain why Andy was chosen. The board members Antoinette Martin and Tim Jackson congratulated Andy on his nomination. Andy will also be presented to the City of Westland City Council on March 18th, 2013. So he may be recognized before the whole city of Westland.

i. Review current budget

The Library Board was given parameters to work with for a future budget meeting.

j. "Obama Care" budget considerations

The Library attorney stated that according to the new Obama Care plan. All employees over 30 hours must be offered health care benefits or the Library would face up to a \$2,000.00 fine by the government. The board will look into this item at the next regular scheduled Library Board meeting.

5. New Business

None

6. Director's Report

In the absence of the Library Director Marilyn Kwik gave some highlights from her monthly report. The Library is actively pursuing young adults into the library. There is now a desk that hosts the new YA Librarian. Seems to be very popular.

The Library hosted the public for 1000 section 8 community housing online applications. We expected a couple thousand patrons to come in to apply. However the applications were filled in 52 minutes.

Diane Mehl highlighted her report and stated that Master Maintenance is filling the extra hours of operation. They have been very helpful. She also introduced the Library Board to the idea that we will be able to receive online credit/debit payments for fines with our new library system Sierra.

7. Citizens Comments

A question was asked if the Library is aware of any savings yet on utility bills, due to the new lighting from Honeywell?

8. Board Member Comments

Tim Jackson once again congratulates Andy Schuck on Employee of the year. Antoinette wanted to thank Marilyn & Diane for their reports.

9. Next meeting topics

Approval of minutes from February 13, 2013 regular board meeting

Approval of bills from February 2013 pending

Discuss Security Assessment

Future Capital Outlay for 10 year plan

Technology report

Address the Holiday Policy

HVAC/Parking Light bids

Review current budget

"Obama Care"

10. Adjournment

RESOLVED, to adjourn meeting at 7:45 P.M.

Motion by: Tim Jackson

Supported by: Antoinette Martin

Antoinette Martin-Vice President-Aye

Tim Jackson-Aye

Motion-Carried