

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

1. Call to Order and Attendance

Meeting called to order at 7:02 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

MOTION, to amend items on section 4 of agenda to read as follows:

- a. Discussion of Battery Bid by Bill Gabriel
- b. Approval of Meeting Minutes from February 9, 2011
- c. Approval of Bills
- d. Capital Needs Assessment - Update
- e. HVAC Maintenance Contract - Update

Motion by: Moody

Support by: Neal

Moody – aye  
Neal – aye  
Martin – aye  
Kelly – aye  
Bell – aye

Motion Carried

### 3. Citizen's Comments

Jade Smith, Westland Deputy Mayor, encouraged the library to utilize city departments. He stated he was accompanied by Steve Smith to discuss the budget process and Bill Gabriel to discuss the bidding process.

Steve Smith, Westland Finance Director, presented a 5-year revenue projection for the library and pointed out how the reserve fund would be depleted in 5 years if used to replace falling revenue.

Margot McCormack, Westland resident, discussed her volunteer involvement with the library's gardening and landscaping and expressed her displeasure at the level of outdoor maintenance. She pointed out the problem with the planters at the library entrance.

Citizen's comment cards were discussed

### 4. Business

#### a. Discussion of Battery Bid by Bill Gabriel

Bill Gabriel, Westland Controller, presented the RFP for emergency lighting batteries and advised the board on the process and timeline. Leslie Bell requested that the battery maintenance be added to the RFP as a separate line item.

#### b. Approval of Meeting Minutes from February 9, 2011

RESOLVED, to approve the minutes of the February 9, 2011 regular board meeting as amended.

Motion by: Moody

Support by: Martin

Moody - aye

Martin - aye

Neal - aye

Kelly - aye

Bell - aye

Motion Carried

c. Approval of Bills

MOTION, to approve bills as submitted.

Motion by: Moody

Support by: Kelly

Moody – aye

Kelly – aye

Neal - aye

Martin - aye

Bell – aye

Motion Carried

d. Capital Needs Assessment - Update

Ms. Kwik updated the board on OHM's progress in completing the Capital Needs Assessment. They submitted a preliminary draft but have not inspected the outside surfaces of the building due to weather. They estimate the report to be completed within 3-5 days of the outdoor site visit.

e. HVAC Maintenance Contract - Update

Ms. Kwik and board members discussed the quotes that were submitted to perform semi-annual maintenance on the library's HVAC equipment.

MOTION, to accept the bid from Westland company, Technical Hot & Cold, to perform HVAC maintenance for an annual price of \$2550.

Motion by: Neal

Support by: Moody

Neal – aye

Moody – aye

Martin – aye

Kelly – aye

Bell – aye

Motion Carried

MOTION, to authorize Interim Director Marilyn Kwik to enter into a contract with Technical Hot & Cold for HVAC maintenance.

Motion by: Neal

Support by: Moody

Neal – aye

Moody – aye

Martin – aye

Kelly – aye

Bell – aye

Motion Carried

### 5. Director's Report

The Director's report was presented and discussed. Ms. Kwik also advised the board that Patti Stewart has left to pursue her nursing degree but will train her replacement once the position is filled. Ms. Kwik is reviewing applications and expects to soon have the position hired.

Moody: Mr. Moody complimented Ms. Kwik on the report. He especially likes the Chatski Award and the good work staff is doing in Children's Services.

Neal: None

Martin: None

Kelly: Ms. Kelly thanked Ms. Kwik for her diligence during the month on facility items such as the front door, lighting, HVAC maintenance, and the Capital Needs Assessment. She also was happy to see the offering of pre-overdue notices and thought it timely given recent citizen comments.

Bell: Ms. Bell emphasized how the Children's Department continues to do an amazing job on programming without a supervisor. She thought the winter break offerings were wonderful. Ms. Bell explained the Chatski award to the audience and stressed how our librarians reach out to the public and make sure they're aware of our services. Ms. Bell also complimented the implementation of e-mailed pre-overdue notices. In reference to Patti Stewart's resignation, Ms. Bell stated that our library's loss is the medical community's gain because Ms. Stewart was an exemplary employee with a positive and helpful attitude. Ms. Bell thanked Kristi Cooper for spearheading the adult literacy program.

## 6. Citizen Comments

Westland resident, John Emmerd, asked if Plante & Moran was doing a 5-year revenue projection for the library and if the library was paying to use the city's bid program. He pointed out a misaligned faucet in the men's room that was allowing water to run and rusted bottoms on 2 book drops in front. Mr. Emmerd also expressed concern about pressure on Ms. Kwik as she performs multiple jobs during the director's search.

Westland resident, Margot McCormack, questioned if we had similar maintenance issues before using a maintenance company. She also mentioned the upcoming lawn season and the need for funds so that volunteers can perform needed work. She pointed out that some pavers in the driveway are in bad condition.

Westland resident, Nancy Froriech, requested that something be done about standing water in the handicap parking area coming from the south side of the building.

Westland resident, Robert Froriech, stated he is happy that Ms. Bell is sitting down with Finance Department staff regarding the library's finances. He also hopes that the library can get the information from the city so reports can align better.

## 7. Board Member Comments

Moody: Mr. Moody thanked city officials for their attendance and offers of assistance. He also thanked the citizens for their attendance and comments.

Neal: Mr. Neal stated that he wants the library to get value out of the money paid to the city for overhead by taking advantage of as many city services as possible. He also thanked Ms. McCormack for her gardening and hopes we can provide any money needed.

Martin: Ms. Martin stated that part of the accounting problems are the library and the city not booking things in the same way due to different accounting methods. She also said this was the first time we had compared our numbers with the city's. Ms. Martin referenced a conversation with Council President Godbout regarding the library's overhead and was led to believe that it is capped as a certain percentage, possibly 10%, of the library's budget. Ms. Martin expressed concern about the library's maintenance issues because everything can't be addressed by a contract. She thinks the library is getting to the point where there needs to be a reassessment of how the library is maintained and wants more discussion.

Kelly: Ms. Kelly thanked the audience for their attendance and input.

Bell: Ms. Bell discussed a recent Friends of the Library meeting she attended with Ms. Kwik and updated the board on how they are maximizing their profits by working with a company that markets their collection. The Friends also mentioned the unappealing

planters at the entrance. Ms. Bell suggested replacing them with a heavy sculpture. The Friends will go to Career Tech for a possible contest. Ms. Bell expressed appreciation for Ms. McCormack's efforts and advised her that the Friends will be providing gardening funds. Ms. Bell scheduled a Budget Study Session with the board for Monday, March 28.

8. Next meeting topics

9. Adjournment

Motion by: Martin

Support by: Neal

RESOLVED, to adjourn meeting at 9:28 PM.

Martin – aye

Neal – aye

Moody - aye

Kelly – aye

Bell - aye

Motion Carried