

Westland Public Library  
Board of Trustee Minutes  
Wednesday, March 14, 2012  
Meeting Room B, Library

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, March 14, 2012 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:01 P.M. by Board President Mark Neal

Roll Call MEMBERS PRESENT:

Mark Neal-Board President

Sheri Robinson-Treasurer

Tim Jackson

Absent: Antoinette Martin

Mark Welch

STAFF PRESENT:

Dr. Sheila Collins

Sherri West-Staff (recording minutes)

Diane Mehl-Circulation Supervisor

ALSO PRESENT:

Michael McNamara-Library Attorney

Representatives from Honeywell

2. Action on Agenda

None

3. Citizens Comments

None

4. Business

a. Approval of Meeting Minutes from February 8, 2012

RESOLVED, to approve the minutes of the February 8, 2012\_regular board meeting as submitted.

Motion by: Tim Jackson

Supported by: Sheri Robinson

Name-Mark Neal

Name-Sheri Robinson

Name-Tim Jackson

Motion – Carried

b. Approval of Study Session Minutes from March 2, 2012 and March 5, 2012

RESOLVED, to approve the minutes of the special meeting on March 2, 2012 and March 5, 2012 as submitted.

Motion by: Tim Jackson

Supported by: Mark Neal

Name-Mark Neal

Name-Tim Jackson

Motion- Carried

Name-Sheri Robinson (Abstained-was not present at study sessions)

c. Approval of Bills

Motion to approve bills as submitted.

Motion by: Sheri Robinson

Supported by: Tim Jackson

Name-Mark Neal

Name-Sheri Robinson

Name-Tim Jackson

Motion – Carried

d. Honeywell LED presentation.

Three representatives from Honeywell gave a presentation on what their company had to offer in the lighting upgrades for the Westland Public Library. They had been invited by Bill Gabriel from the City of Westland. They presented Phase 1 to cover lighting on the interior of the library. Also discussed a possible Phase 2 which would cover the HVAC system controls. Mark Neal requested them to prepare Phase 2 and bring back with a firm contract for both phases to the next Library Board meeting. This phase is of immediate concern as the monies have already been allocated for this upgrade.

A motion was made to have Honeywell prepare a contract to be reviewed at the next Library Board Meeting.

Motion: Sheri Robinson

Support: Tim Jackson

Name-Mark Neal

Name-Sheri Robinson

Name-Tim Jackson

Motion – Carried

e. Job Descriptions

Dr. Collins explained that she had updated existing job descriptions to include a confidentiality statement and added special functions, experience and expectations to these job descriptions.

Motion: Sheri Robinson

Support: Tim Jackson

Name-Mark Neal

Name-Sheri Robinson

Name-Tim Jackson

Motion – Carried

f. Budget

The Library Board has had several meetings to finalize the 2012-2013 budget given to the Library. Expecting a decrease in just under \$500,000. There were no questions about the budget as it stands. Library Board proceeded to vote for approval to send budget to finance to be overviewed and seek approval by city council.

Motion: Tim Jackson

Support: Sheri Robinson

Name-Mark Neal

Name-Sheri Robinson

Name-Tim Jackson

Motion – Carried

5. Director's Report

Dr. Collins gave information on Library Programs offered the past month to the community and the attendance statistics of them. Attracting over 1,000 attendees.

Examples of new programs:

\*Veterans Writing

\*ESL

\*Library is conducting programming at the Friendship Center

\*Children's Department 14<sup>th</sup> Annual First Readers has begun for the month of March.

All computers have been upgraded to Windows 7 and 2010 Office. Also new laptops have been purchased to replace existing outdated laptops.

6. Citizens Comments

None

7. Board Member Comments

Mark Neal stated that he was pleasantly surprised & pleased with the Honeywell presentation.

8. Next meeting topics

\*Honeywell Contract-Phases 1 & 2

\*HVAC information

9. Adjournment

RESOLVED, to adjourn meeting at 8:12 P.M.

Motion by: Sheri Robinson

Supported by: Tim Jackson

Mark Neal-Board President

Sheri Robinson-Treasurer

Tim Jackson

Motion - Carried