

Westland Public Library
Board of Trustee Minutes
Wednesday, April 9, 2014
Library Board Room, 7:00 P.M.

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday April 9, 2014 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:05 P.M. by Mark Neal

Roll Call MEMBERS PRESENT:

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

STAFF PRESENT:

Dr. Sheila Collins-
Sherri West-Admin. Assist./Acquisitions (recording minutes)
Cari Fry
Marilyn Kwik

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Citizens Comments

None

4. Business

a. Approval of minutes from February 2014 regular scheduled meeting

Motion: Tim Jackson

Support: Antoinette Martin

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Mark Welch-Abstained

Motion – Yes

Motion- Approved

b. Approval of Bills

Motion to approve bills from February/March 2014

Motion by: Tim Jackson

Supported by: Mark Welch

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Mark Welch- Yes

Motion- Approved

c. HVAC system update.

Ed Rybski the Library maintenance employee was present to share all of the issues to date with the Library Board concerning the HVAC project with Johnson Controls. Ed passed around a diagram produced by the new system which shows multiple areas that are termed "offline".

On 2/7/14 Old sensors were replaced

The places that are showing offline Ed is quite sure this is due to failing batteries.

He stated that he could change the batteries. However due to still being under warranty this is not his place to replace. Also he does not want to touch anything in case this could void our warranty.

Ed shared the Library had a power failure which caused a quick start up which actually flipped the drive belt. A mechanic from Johnson Controls had to come out and fix this.

On 3-1-2014 it was discovered the pump on the heat unit in the vestibule had been installed backwards.

When asked, Ed felt the HVAC project is 90 % done.

Questions came up about has the city approved the permits pulled by Johnson Controls? The Library attorney will look into this.

d. Parking Lot Lighting Update

Mark Neal received a call from McNulty Electric. The poles have been delivered and the lights are on their way for this project to begin.

e. LED sign update

There is no update as of this meeting. A bid ad has not been done.

f. Tree Trimming Update

Horton's has returned to the Library to complete the work that began last fall. There are a couple of trees to attend to and 1 stump. There is cleaning on the south property line. Ed stated he had no problems with Horton's as far as what he was aware of the details.

g. Library Expansion

Library board had a discussion on their plan to set aside a portion of our reserves for a future building fund. The Library needs to divide the reserve fund for future improvements.

h/i. Review policy regarding Library closures/Employee policy regarding call in on snow day

When asked Sheila Collins, the Library Director gave an account of what happened on the last "snow day". Tim Jackson stated that he would like to see a policy with expectations on what the Library Board expects when this decision is made. He would like set a plan of consequences and progressive discipline for those who call in on these days which had prompted the closing on this particular day. The Library Board would like the Library Director to present to the board the following procedures.

1. Under what conditions does the Library close, if at all?
2. Policy to address leave time issues. How many can call in and who must come in under any weather or like related incidents.

5. New Business

None

6. Director's Report

Sheila Collins gave a verbal report as submitted to the Library Board. She shared statistics on circulation, MELcat, and New patrons. She shared an update from Diane with her medical leave. The Library had another clean visit from Orkin. She told the Library she would be working on Section 4- of the Employee Handbook that pertains to health benefits as suggested by the Personal Department at the City of Westland.

7. Citizens Comments

Cari Fry- Youth Department staff person shared that on the snow day we seen about 40 library closures coming across in mails. She expressed concern for the safety of the staff if the Library board should create a policy as discussed in the meeting.

Marilyn Kwik-Adult Service Department Head discussed her concerns about the Library Expansion. She asked that the board give major consideration concerning the staff areas. Think in terms of personal space for the employee.

Also her concern regarding coming to work on snow days. She explained that Librarys do have a sense of community and all areas had closed before our Library including the Canton Library. She wished to defend the professionalism of her staff. Mainly she felt that Sheila had made the right decision with the information she had at the time of this decision.

Margo-Library Gardener Volunteer came to request monies from the Library for the 2014 season. The Friends felt that it was no longer their responsibility to fund this now that the millage had passed.

The Library board discussed this and approved \$1,000 from the current budget for supplies as Margo needs.

Margo also shared her concerns of the recent tree trimming. Mark Neal Library Board President explained what and why this was done as it was.

8. Board Member Comments

Mark Welch said he felt it was the Directors decision and responsibility to communicate with the Library Board concerning the recent closing. And that he felt she did that. He said "I don't think she made a bad call."

Mark Neal said he felt the Library Board had no business getting into employee relations. He asked if there is anyway to contact the Library Board ahead of the decision do so. State the reasons why and spell out the generalities of the decision.

Tim Jackson said in defense of Sheila's decision did all board members get the email. Although it is not required, try to call the Library board as the director is making the decision. After listening to comments he stated that he did not intend to be punitive. The Library staff does not have an attendance issue.

9. Next meeting topics

HVAC
Parking Lot Lighting
LED sign
Tree Trimming
Library Expansion
New Policy concerning closures
Capital Improvement Fund
Staff workroom proposal discussion
Employee Handbook Section-Health Benefits
Budget 2014-2015 update

10. Adjournment

RESOLVED, to adjourn meeting at 8:45 P.M.

Motion by: Tim Jackson

Supported by: Antoinette Martin

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

Tim Jackson- Yes

Mark Welch- Yes

Motion- Carried