

Westland Public Library
Board of Trustee Minutes
Wednesday April 11, 2013
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, April 11, 2013 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:03 P.M. by Mark Neal

Roll Call MEMBERS PRESENT:

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

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

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Add item J. to agenda to discuss update on new library phone system.

3. Citizens Comments

None

4. Business

a. Approval of Meeting Minutes from February 13, 2013 (tabled) and March 6, 2013

RESOLVED, to approve the minutes of the February 13, 2013 (tabled) and March 6, 2013 regular board meeting as submitted.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Aye
Antoinette Martin- Aye
Sheri Robinson- Aye
Mark Welch- Aye
Motion – Carried

b. Approval of Bills

Motion was made to approve bills for February 2013 and March 2013 as submitted.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Aye
Antoinette Martin- Aye
Sheri Robinson- Aye
Mark Welch- Aye
Motion- Carried

c. Discuss Security Assessment for the Library.

Mark Neal requested that Diane Mehl & Marilyn Kwik research security options for the Library. Report back to the Library Board at next months scheduled meeting.

d. Future Capital Outlay for 10 year plan.

This topic was forwarded to the July meeting as the board is waiting on the accountant from the city to provide projections for the coming year.

e. Technology Budget

No action required at this time. Items discussed in former meetings and approved have already been purchased and completed.

f. Address the Holiday Policy

Discussion on the Holiday policy prompted the board to request the Library Attorney to work on a proposal to change the wording on approving scheduled days off by the board which may or may not conflict with the policy as it stands.

g. HVAC/Parking Lot Lighting Bids

Presentations from Honeywell and Johnson Controls were given. Each company had been given the opportunity to review the others bid. There was such diversity in the bids financially and the plans that the companies were asked to compare and report to the board why they had presented the bids they had. After both companies had gave their presentation Mark Neal informed them that a decision would not be made at this meeting and they were dismissed until further notice.

h. Review current budget.

No discussion.

i. "Obama Care" budget considerations

The Library attorney reported that the library was under a separate tax I.D and thus would clear the Library of following Obama Care at this time. There is a limit of employees and we do not meet that limit. The attorney said he would inform the Human Resource department at the city as to his findings.

j. Phone System

Mark Welch reported that the library has been set up for a walk through at the end of April. To begin preperations for installing the new phone system.

5. New Business

The Library staff have requested to close on June 3 & 4th, 2013. These are the dates of migrating to the new Sierra System. There would be no computers available for circulation and internet as the change is taking place. The staff will still report to work that day for other duties.

Motion made to approve the closing of the Library on June 3 & 4th, 2013 to change library system from Horizon to Sierra.

Motion: Mark Welch

Supported: Sheri Robinson

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Mark Welch- Aye

Motion- Carried

6. Director's Report

Diane Mehl's report was presented in the board packet. Marilyn Kwik will email her report to the board. This is due to the absence of Sheila Collins.

7. Citizens Comments

None

8. Board Member Comments

None

9. Next meeting topics

HVAC-Bid

Library Security

Maker Space-Clayton Heselschwerdt

Holiday Policy

10. Adjournment

RESOLVED, to adjourn meeting at 9:53 P.M.

Motion by: Sheri Robinson

Supported by: Mark Welch

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Mark Welch-

Motion- Carried