

Westland Public Library  
Board of Trustee Minutes  
Wednesday, May 13, 2015  
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 May 13, 2015 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at \_\_7:00\_\_ P.M. by Mark Neal

Roll Call MEMBERS PRESENT:

Mark Neal-Board President- Present

Antoinette Martin-Vice President- Present

Sheri Robinson-Treasurer- Present

Tim Jackson- Present

Mark Welch- Excused

STAFF PRESENT:

Dr. Sheila Collins- Present

Sherri West-Admin. Assist./Acquisitions (recording minutes)

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

- Move Library Design to agenda item C.
- Ed Rybski dismissed from meeting because Johns on Controls cancelled at the last minute.

3. Citizens Comments

Judy Evangelista a patron who also lives out of state came to request a library card. She has dual residency. Diane Mehl told her if she had a lease from an apartment in Westland she could get a card. She claimed she had previously been misinformed. Diane took her to the circulation desk to get her Library card. She had come and presented a lease.

#### 4. Business

##### a. Approval of minutes from March 2015 regular scheduled meeting

Motion: Tim Jackson

Support: Antoinette Martin

Mark Neal- Yes

Antoinette Martin- Yes

Sheri Robinson- Abstained

Tim Jackson- Yes

Motion- Approved

##### b. Approval of Bills

Motion to approve bills from March 2015

Motion by: Antoinette Martin

Supported by: Tim Jackson

Mark Neal- Yes

Antoinette Martin- Yes

Sheri Robinson- Yes

Tim Jackson- Yes

Motion- Approved

##### c. Library Design

Chris DeBear presented a preliminary plan for the Library expansion. Providing additional space and restructuring of the entire library to accommodate the current needs. He shared that he had interviewed staff, counted the collection items, entertained the Friends of the Library's wishes. We have received positive reviews from the staff. When questioned what role Library Design played Chris reminded the Library Board that they were a design specialist not architects. There were major upgrades to the security of the staff and collection and also opening up sight lines and space allocations. The Library Design would entertain being the onsite project manager. Working with whatever architecture firm the Library board should decide. He stated the original architect TMP who built the library is still in business and he has contact with them. Mark Neal told Chris "Thank You" and that the library board would look further into these details and get back to him.

d. Historical Museum

Marilyn Kwik will be meeting with Jeff from the Historical Commission to see what is available for the Library.

e. Garage Addition

The administrative staff and Ed met with Sidock Group and they have been contracted to create to specs for an addition enclosed garage. The Library is waiting for that plan to be completed.

f. Expansion Pipe

Sheila has signed the permit application for Devan at the City of Westland to begin the process on the Expansion pipe. As soon as Devan can proceed the Library is ready to follow through with this project.

g. Johnson Controls invite to resolve Warranty issues.

Mike McNamara the Library attorney spoke with Johnson Controls concerning the issues at hand. Johnson Controls are aware there are still some issues pending. There were some they were not aware of. Currently a motor with a 3 year warranty has failed and the library was sent an invoice to let the library know how much it will cost if it is not a manufacturing warranty issue. Johnson Controls stated they were willing to attend a Library Board meeting to answer questions. The person was not available for this particular meeting. Sheila has great concerns about their customer service. The library needs to get a service contract in place to prevent future responsibility of Johnson Controls. Sheila was given direction by the Library Board to get with a company trusted to handle the system and set up a maintenance contract with them. Sheila stated she will call Witt Mechanical and set up a contract with them.

h. New Business

Antoinette Martin asked Andy Schuck details about the staff attending the Resource Fair. He shared that a Youth, teen and adult librarian are attending and will be hosting a table to show citizens what programs and services the library has to offer. The date of the fair is May 21, 2015

5. Director's Report

Sheila shared points from her written and submitted report.

6. Citizens Comments

Lynn Hagman from the Friends of the Library requested information concerning a timeline on the Library expansion. So she may include information in the Friends newsletter.

7. Board Member Comments

8. Next meeting topics

HVAC- Maintenance contract

Expansion pipe

Garage addition

Historical Museum

Library Design

9. Adjournment

RESOLVED, to adjourn meeting at 8:32 P.M.

Motion by: Tim Jackson

Supported by: Sheri Robinson

Mark Neal-Board President- yes

Antoinette Martin-Vice President- yes

Sheri Robinson-Treasurer-Yes

Tim Jackson- Yes

Motion- Adopted