

Westland Public Library
Board of Trustee Minutes
Wednesday, May 14, 2014
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, May 14, 2014 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:01 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-Absent

Mark Welch-Absent

STAFF PRESENT:

Dr. Sheila Collins

Sherri West-Staff (recording minutes)

Marilyn Kwik-Department Head Information Services

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Citizens Comments

Mr. Kelly wished to state his concerns on a presentation sponsored by the Library on mental health. From his personal experience he felt this person was not an expert. Mr. Neal asked if Mr. Kelly wished changes made to the Library's programming. If Mr. Kelly has concerns he was given the Library's e-mail to voice his concerns as he requested. That website is: www.westlandlibrary.org

Meriem Kadi the President of the Friends of the Public Library of Westland presented a memorial flag to the Library. This flag had been donated to the Friends group by Irene Sequin one of their members.

Neighbors of the Library came to express their concerns on the new lighting on the grounds of the Library. They asked the Library Board could the Library change the lighting from its current position. Also it was requested that the Library Board allow the surrounding citizens a say as to what is done in the future?

Mark Neal the Library Board President told this group of neighbors that the Library and the Board are very aware of the difference. The Library has been trying for 3 years to improve the safety and security in the parking lot. He stated he had brought out a device he had obtained from the city and it is noted there needs to be some adjustments made. The current standards are 1 foot candle at the perimeter. Around the areas of the citizens that have concerns Mark had measured between .95 and 1.3 foot candles. There are proposals being sought by the Lighting Company to tilt the fixtures away from the surrounding homes. And or also have a shield fabricated to deflect the lighting away from these homes.

The citizens asked then what the Library planned to do about the dead grass on the front of the property. They were assured by the Library staff that a bid had been signed as of that day for a company to come out and add soil and grass seed also weed & feed to these areas.

4. Business

a. Approval of Meeting Minutes April 9, 2014

RESOLVED, to approve the minutes of the April 9, 2014 regular board meeting
As submitted.

Motion by: Antoinette Martin

Supported by: Mark Neal

Mark Neal- Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion - Adopted

b. Approval of Bills from April 2014

Motion to approve bills as submitted.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion - Adopted

c. HVAC System Update

Sheila Collins the Library Director reported that Johnson Controls has come and the Air Conditioning units of the new HVAC system have been turned on. There are still a few issues that need to be addressed and straightened out. She also asked who the Library Board want to do the final walk through? Would they consider asking someone from the city to do a walk through along with Ed Rybski the Library's Maintenance staff? Also she reported that Ed was getting some of the training on the operations of the new system along with the Library's IT staff and brief instruction to Sherri West another Library employee.

d. Parking Lot Lighting Update

Mark Neal shared that the Library was seeking a proposal from McNulty Electric on redirecting the light fixtures? Bruce Thompson from the City of Westland suggested a shield on the fixture to redirect the lighting. Also what the cost would be to place a sensor at the staff parking lot lighting which seems to be the offending area. He would like to see if all of the lights that are currently on continuously until morning also be placed on a sensor. These options are being sought after by the Library.

e. LED sign update

No current update on the sign.

f. Tree Trimming Update

The tree trimming project has been completed and approval for final payment has been processed.

g. Library Expansion

Mark Neal and Antoinette Martin met with Mayor Wild regarding the expansion of the library options. The City feels over time the Library should be able to pay for this expansion outright. The following suggestions were given:

- 1) Revisit the OHM assessment of the Library's Capital needs.
- 2) A survey created with the Department Heads and the Friends of the Library to get ideas on what is needed in an expansion. Then possibly proceed to get an engineer and architect to present these ideas.
- 3) Proceed to divide the fund balance into two budget lines. One for Capital Improvements of the Library and secondly an expansion budget line.

Mark asked Sheila to get the staff together to give advice on the current needs of the Library. Is the concern book space, storage space, etc? Recognizing that the E-side of the Library seems to be growing. He would also like a survey given to the patrons on what they would like to see in an expansion for the future of the Public Library of Westland.

h. New policy concerning closures

Sheila Collins shared that she had spoken with the Library attorney and the Personal Department at the city and the advice she was given was to leave the policy as it currently is written right now. In the future if the Library Board continues to want to make changes they must have exact information on what they wanted changed.

i. Capital Improvement Fund

A motion was made to separate the library's cash reserve that will be set aside for Capital Improvements and an Expansion Fund.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion- Adopted

j. Staff workroom proposal discussion

No discussion

k. Employee Handbook Section-Health Benefits

Sheila Collins presented an update for the Employee Handbook on Health benefits. The government mandated P.A. 152 whereby and employee must contribute a portion as amended to the cost of their own health care.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion- Adopted

l. Budget 2014-2015 update

As information the 2014-2015 Library Board Budget was presented and approved the City Council of Westland.

m. Legal Opinion regarding a Personnel Issue

A motion was made to proceed into a Closed Session and citizens were asked to dismiss themselves until meeting reconvened.

Motion by: Antoinette Martin

Support by: Sheri Robinson

Mark Neal- Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion- Adopted

Meeting reconvened and proceeded as follows:

n. A motion was made to return to open session:

Motion by: Sheri Robinson

Support by: Antoinette Martin

Mark Neal- Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion- Adopted

o. A motion was made to direct the Library attorney to move as discussed.

Motion by: Sheri Robinson

Support by: Antoinette Martin

Mark Neal- Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion- Adopted

5. Director's Report

The Library Director Sheila Collins shared the Directors report as written.

6. Citizens Comments

John Emmerd questioned if the Library Board knew the life expectancy of the new parking light lights and does the Library know what the cost of operating them is expected to be?

It was shared that the wattage of the new lights though they are brighter are still a much smaller wattage then the previous lights.

John Kelly shared a few of his ideas for the proposed library expansion.

Marilyn Kwik the Head of Information Services at the Public Library of Westland requested that the Library Board consider a few items on the agenda at next months meeting.

- 1) The distance a person must be at the entrance of the library to smoke.
 - 2) Also at what distance is a petitioner allowed at the entrance of the Library.
- She has asked for a city ordinance and if there is not one. Would the Library Board consider making one so the staff may use when being presented with these issues.

Through information of the Library attorney the Library cannot stop either one of these but may place distance space.

7. Board Member Comments

Sheri Robinson apologized for missing 2 meetings and she said "Thank You" to Mr.Kelly.

8. Next meeting topics

- Smokers Policy
- Petitioners Policy
- HVAC Update
- Parking Lot Lighting Update
- Library Expansion Committees Update

9. Adjournment

RESOLVED, to adjourn meeting at 8:52 P.M.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion - Adopted