

Westland Public Library  
Board of Trustee Minutes  
Wednesday, June 12, 2013  
Meeting Room B

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, June 12, 2013 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-Present

STAFF PRESENT:

Dr. Sheila Collins-Absent Medical leave  
Beth Fixler-Staff (recording minutes)  
Clayton Heselschwerdt  
Edward Rybski- attendance was requested by Mark Neal

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

A motion to move item (f) HVAC to position (a) under Business and move all other items down accordingly.

Motion-Tim Jackson

Supported-Antoinette Martin

Mark Neal-Board President-Yes  
Antoinette Martin-Vice President-Yes  
Sheri Robinson-Treasurer-Yes  
Tim Jackson-Yes  
Mark Welch-Yes  
Motion-approved

3. Citizens Comments  
None

4. Business

a. HVAC/Parking Lot Bids

Motion was made to reconsider the Library Boards previous approval of the HVAC.

Motion-Tim Jackson

Supported-Sheri Robinson

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Yes

Mark Welch-Yes

Motion-approved

Discussion following:

The Library Board retained Tracie Williams, PE of OHM as a mechanical engineering consultant to assist the Library in evaluating the two bids. Ms. Williams either met or spoke with both Honeywell and Johnson Controls and both bidders updated and explained their proposals. Explanations were required to clarify a number of issues on the HVAC Project. Ms. Williams' professional recommendation was that the best investment is the solution provided by Johnson Controls. And the difference in cost between Honeywell at \$741,900 and Johnson Controls at \$623,030 did not provide added value to the Library. Johnson Controls and Honeywell both clarified their bids with a reduced price without an energy guarantee and the removal of the parking lot lighting part of the project. Both bidders were given an opportunity to speak in response to questions from the Board. Ed Rybski from the Library was present and asked questions of the consultant and bidders. Questions from Board members were answered by the consultant and/or the bidders.

Motion was made by Antoinette Martin to choose Johnson Controls for the HVAC.

Mark Neal questioned for support.

No response.

Antoinette repeated her motion.

No support.

Motion was then given by Mark Welch that the Library accepts the Honeywell contract for HVAC.

Motion-Tim Welch

Support-Antoinette Martin

(More discussion)

Mark Neal requested a vote on the motion to accept the Honeywell bid.

Mark Welch: Withdrew the motion

Supported – Antoinette Martin

Motion-approved

Motion presented by Sheri Robinson that the Library choose Johnson Controls bid of \$623,104.00 to include clarification provided by the consultant of OHM. Contingent upon the changes in regard to the approval of language.

Motion-Sheri Robinson

Supported-Mark Welch

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Yes

Mark Welch-Yes

Motion-approved

Motion made by Mark Neal to recess

Supported by Tim Jackson

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Yes

Mark Welch-Yes

Motion- approved

Reconvene at 8:05 P.M.

b. Approval of Meeting Minutes from April 11, 2013

RESOLVED, to approve the minutes of the April 11, 2013 regular board meeting as submitted.

Motion by: Antoinette Martin

Supported by: Mark Welch

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Yes

Mark Welch-Yes

Motion- approved

c. Approval of Bills from April 1, 2013 thru May 31, 2013.

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

Tim Jackson-Yes

Mark Welch-Yes

Motion- approved

d. Discuss Lighted Billboard Sign- Clayton Heselschwerdt

A motion was made to accept the proposal for a lighted billboard sign for the Library. Not to exceed a price of \$8,000.00 including the warranty and electrical.

Motion-Tim Jackson

Supported-Sheri Robinson

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Yes

Mark Welch-Yes

Motion- approved

e. Discuss Security Assessment for Library

Marilyn Kwik stated that she attempted to contact different security companies.

Mark Neal suggested this item be tabled for the next Library Board meeting.f

f. Address the Holiday Policy.

Mike McNamara presented the wording for a change to the Library Holiday Policy. (Copy included in minutes.)

Motion-Antoinette Martin

Supported- Mark Welch

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Yes

Mark Welch-Yes

Motion- approved

5. New Business

1. Mark Neal stated that the Library signs are all faded. The Library should have all the signs repainted and lettering replaced. Get bids to have this work done.

2. Mark Welch reported that the new phone system will be installed June 14, 2013. There will be morning and afternoon training sessions. The delays were due to a third party.

3. The director Sheila Collins will return to work June 13, 2013.

6. Director's Report  
Reports from the department heads were included in the Library Board Packets.
7. Citizens Comments
  1. Q: What is the status of the parking lot lights?  
A: Mark Neal stated this would be discussed at next months meeting.
  2. Q.: Why was the drop boxes closed during the Memorial Holiday?  
A: Mark Neal explained it was a mistake and it was discussed with Library staff.
  3. Comment: One patron objected to the use of Libray Funds on things like signs & TV's.
8. Board Member Comments
  - . Sheri Robinson-None
  - Mark Welch-None
  - Antoinette Martin said that she liked the TV idea (outdoor sign) because of the programs that will be promoting. She was happy that the decision for HVAC was over and happy that Sheila is coming back.
  - Tim Jackson-None
  - Mark Neal-None
9. Next meeting topics
  1. Improvement to existing hot water (radiator0 heat.
  2. Sign painting
  3. Lighting bid for the parking lot.
  4. Election of officers
10. Adjournment  
RESOLVED, to adjourn meeting at 8:37 P.M.  
Motion by: Sheri Robinson  
Supported by: Tim Jackson
  - Mark Neal-Board President-Yes
  - Antoinette Martin-Vice President-Yes
  - Sheri Robinson-Treasurer-Yes
  - Tim Jackson-Yes
  - Mark Welch-Yes
  - Motion- approved