

Westland Public Library
Board of Trustee Minutes
Wednesday, August 10, 2011
Meeting Room B, Library

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, August 10, 2011 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:00 PM by Board President Mark Neal

Roll Call MEMBERS PRESENT:

Mark Neal- President

Antoinette Martin- Vice-President

Sheri Robinson- Treasurer

Tim Jackson

STAFF PRESENT:

Marilyn Kwik - Interim Director

ALSO PRESENT:

Michael McNamara- Library Attorney

2. Action on Agenda

None

3. Citizens Comments

None

4. Business

a. Welcome of new Library Board Member

Mark Neal welcomed the recently appointed library board member, Tim Jackson, and expressed his interest in working with him. Upon Neal's request, Jackson introduced himself and offered a brief summary of his work and experience.

Jackson has been a long time resident of Westland. He is a local businessman and owner of the AT &T store in the city of Westland. He retired after 34 years as an employee of the Ford Motor Company where he worked specifically in the areas of health and safety, purchasing and receiving, and bargaining. He hopes to bring his experience to the Library Board to keep it moving forward.

Comments

"Thank You" given around the room by all Board Members.

b. Approval of Meeting Minutes from July 13, 2011

RESOLVED, to approve the minutes of July 13, 2011 regular board meeting as submitted.

Motion by: Antoinette Martin

Support by: Sheri Robinson

Neal- aye

Martin- aye

Robinson- aye

Jackson- abstained (appointment began July 18, 2011)

Motion Carried

c. Approval of Study Session Minutes from July 22, 2011 and August 5, 2011

RESOLVED, to approve the minutes of Study Session Minutes from July 22, 2011 and August 5, 2011 as submitted.

Motion by: Antoinette Martin

Supported by: Tim Jackson

Neal- aye

Martin- aye

Robinson- aye

Jackson- aye

Motion Carried

d. Approval of Bills

MOTION, to approve bills as submitted.

Motion by: Sheri Robinson

Supported by: Antoinette Martin

Neal- aye

Martin- aye

Robinson- aye

Jackson- aye

Motion Carried

Discussion:

Martin requested that Kwik include reoccurring items in the financial reports to include such items as health and dental costs.

Robinson questioned the profit loss report concerning overhead reporting and asked for verification of account item and description.

Kwik will verify with Jessica Le Tourneau, Budget Director – Finance, at the city as to its proper location on the report.

e. Plante Moran Discussion

Neal reported that a representative from Plante Moran will attend the next Library Board meeting to provide a summary of the library's financial health and provide information regarding an overview of the financial picture for similar size libraries in the area. Their experience with libraries is a valuable resource for the board to look into.

OHM Discussion

Neal discussed that he had asked Kwik to put together a list of items recommended by OHM that she felt needed to be taken care of soon.

On Monday, August 15, 2011, at 6:00 PM the Library board will meet with the City Council in a special study session to request money from the library's fund balance be released to cover the cost of addressing items needing attention as identified by OHM in its building needs assessment.

At this time repairs to the parking lot will be excluded. However, all other outdoor repairs will be top priority so they can be completed before bad weather begins.

Neil encouraged all board members to be present at this study session and the council meeting that followed in an effort demonstrates board support.

Neal asked Kwik if the recommended list included interior lighting. Kwik said no that she was looking into a contractor to use and to find out whether the library's original contractor was also responsible for the interior lighting.

Neal also asked about the back-up batteries and reminded Kwik that we need to look into a generator rather than batteries. He said the amount of cash that the board was asking city council to approve would cover whichever expense was decided upon.

f. Review Library Policy Handbook, Section IX – Finance- A. Purchasing Policy and Procedures

MOTION, to amend the purchasing policy to change the dollar amounts.

Motion by: Sheri Robinson

Supported by: Antoinette Martin

Neal- aye

Martin- aye

Robinson- aye

Jackson- aye

Motion Carried

Purchasing Policy will now read:

Purchases Under \$2000

It is advised that three quotations be secured. A copy of the purchase order and the quotations will be submitted to the Library Director for approval. The Library Board will approve bills at their monthly meeting.

Purchases Between \$2,000 to \$8,000

Library staff is required to obtain three competitive written or verbal quotes prior to purchasing any goods and/or services within these limits.

(Cont'd Purchasing Policy and Procedures)

A copy of the purchase order and the quotations will be submitted to the Library Director for approval. The Library Board will approve bills at their monthly meeting.

The Library cannot split orders (items ordered within the same time period) in order to avoid compliance with spending limits.

Purchased in excess of \$8,000

All requests for goods and/or services in an amount in excess of \$8,000 are required to be purchased by means of competitive, sealed bids. The Library Director is responsible for providing the specifications for these items. The Library Director will oversee the bidding process. Library staff should contact the Library Director in ample time, noting that a bid must be advertised, the opening scheduled and items purchased in excess of \$8,000 must be placed on the Library Board agenda for approval prior to letting the bid. The Library staff will make recommendations to the Library Director who will make the Administrative recommendation. The Library Board will give approval prior to awarding the bid. The Library Director will be authorized to sign as the Authorizing Agent following the Library Board approval at the monthly meeting.

Emergency Purchases Exceeding \$5,000 to read as follows:

Emergency Purchases Exceeding \$8,000

These purchases must be in writing by the Library Director, cosigned by the Treasurer (or Board President in his/her absence), and sent to the Library Board at the next meeting. When the job is complete, a final report must be provided to the Library Board.

MOTION, to amend Purchasing Policy and Procedures Emergency Purchases to change dollar amount.

Motion by: Sheri Robinson

Supported by: Tim Jackson

Neal- aye

Martin- aye

Robinson- aye

Jackson- aye

Motion Carried

g. Challenged Material

RESOLVED, to continue to allow the Spring/Summer 2011 issue of Teen Voices Magazine to, remain in the Young Adult without any alteration to its content.

Motion by: Mark Neal

Supported by: Sheri Robinson

Neal- aye

Martin- aye

Robinson- aye

Jackson- aye

Motion Carried

Kwik presented supporting material to address the challenged material in question with a report that was given by a committee of three librarians who had given recommendation to retain the material in question in the Young Adult Department. This magazine is created by teen girls for teen girls.

Martin presented two reviews of this title. Both reviews were positive and she stated she would like this item to remain in this department.

Robinson stated we were not removing non-fiction materials that may include this content so she agreed we should leave this material in this department.

Neal stated he was in favor of leaving the magazine right where it should be. Jackson stated he could see both sides of this situation. But does not want to be the library police of these situations. He had no problem leaving the magazine where it belongs. Parents should sensor these situations not the library.

h. Director's Report

Kwik presented the Director's Report to the Library Board. She highlighted a few items contained in her report.

- The library provided 121 programs to the public this past month. A new record and was very successful. The concerts in the pavilion have also been very popular.
- The Library is a designated Cooling Center for the City of Westland. The city provided a supply of bottled water along with the supply of bottled water provided by the library.
- The Library of Michigan announced the list of purchased electronic databases that will be provided to all libraries in Michigan. Three of the databases which will be provided have already been purchased by our library for several years. Cost for the databases already purchased will be prorated and unused dollars will be refunded to our account when the L of M subscriptions begin in October.
- The Library is moving ahead with the Broadband Technology Opportunity Program grant. Implementation of the grant must be completed by August 2012.
- The Library received a check from Wayne County for Penal Fines in excess of \$71, 000. We received an approximate 12% increase over last year's funding.
- Kwik included a copy of the library's organizational chart.
- Our library has been asked by Wayne State University's Masters of Library Science graduate program, to provide a student with an internship opportunity for the Fall semester. This would be the 4th graduate student to complete an internship at our library during the past three years. There will be no cost to the library for our participation in this program.

Comments

Robinson asked when we received the Penal Fines check, in August?

Kwik said yes.

No other comments about the report.

i. Citizens Comments

None

j. Board Member Comments

Antoinette Martin

Thanked Tim Jackson for taking this position on the Library Board.

Kwik asked if she responds to citizen's comments. Kwik said yes she does when it is related to materials recommendation but up until now has not responded to other comments directly. Martin encouraged Kwik to do so. Kwik said that she would.

Martin thanked Kwik.

Sheri Robinson

Welcomed Tim Jackson to the Library Board. Robinson stated she would be coming in to the Library to overview our QuickBooks. With Plante Moran coming we need to be prepared. Her hope is to be in here before the next board meeting.

Tim Jackson

Tim Jackson said he was happy to be on the Library Board. He hopes to bring positivity to the table. He stated he is looking forward to working with the Board.

Mark Neal

Neal expressed that was happy to have Tim Jackson appointed to the Board.

The final appointment to the Board has not been announced.

Neal has spoken with Dan Bourdeau Department Head of the city's IT Department. Bourdeau will work with the library to explore collaboration of resources. First item to address is the library's phone system. A backup Internet management system for all city employees is currently being installed. Library's participation in this project will be discussed.

Mark spoke with Dr. Collins and she has expressed her interest in the position as Director of the William P. Faust Public Library of Westland. He had made contact with one of her references so far and he received comments such as:

- She has great vision.
- Wonderful personality, not self-absorbed
- Appreciated that she gave her employees great opportunities for self improvement.

k. Next meeting topics

- Plante Moran presentation
- OHM Follow-up
- Dan Bourdeau Department of Information Technology, Director, City of Westland

Comment

Kwik asked if the Library Board were interested in receiving their monthly packets electronically.

All agreed to receive via e-mail and they would print out their own copy.

I. Adjournment

Motion by: Antoinette Martin

Supported by: Tim Jackson

Neal- aye

Martin- aye

Robinson- aye

Jackson- aye

Motion Carried

RESOLVED, to adjourn meeting at 7:50 PM