

Westland Public Library  
Board of Trustee Minutes  
Wednesday, September 8, 2010  
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, September 8, 2010 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:03 PM by Board President Leslie Bell

Roll Call

MEMBERS PRESENT:

Leslie Bell – President

Rebecca Kelly – Vice-President/Secretary

Duane Moody – Treasurer

Antoinette Martin

Eddie Rice

STAFF PRESENT:

Cheryl Napsha

ALSO PRESENT:

Michael McNamara - Library Attorney

2. Action on Agenda

Item e. Policy Committee added under Business

3. Citizen's Comments

Citizen comment cards were discussed and questions answered.

4. Business

a. Approval of Meeting Minutes from August 11, 2010

RESOLVED, to approve the minutes of the August 11, 2010 regular board meeting as amended.

Motion by: Rice

Support by: Kelly

Rice - aye

Kelly – aye

Moody – abstain

Martin - abstain

Bell - aye

Motion Carried

b. Approval of Bills

MOTION, to approve bills as submitted.

Motion by: Rice

Support by: Moody

Rice – aye

Moody – aye

Martin – aye

Kelly - aye

Bell – aye

Motion Carried

c. Legal update on city chargeback for reserve fund

Mr. McNamara briefed the board on the City Council approval and transfer of the money back into the library's reserve fund. Mr. Moody questioned if we would also receive back any lost interest on the amount while it was in the city's possession. Ms. Bell informed the board that she, Mr. Moody, and Ms. Napsha had met with the mayor. No agreement was yet reached about rent, but the mayor suggested the library have a facilities study performed to help anticipate capital needs in the coming years and a revenue study performed by the accounting firm to anticipate budget levels in coming years. Since a similar study has already been performed for the city, Mr. McNamara pointed out that all the library really needs is the raw data so that the library's millage percentage can be applied. It was agreed that discussion would continue at the next board meeting once any available information is gathered from the Finance Department.

#### d. Strategic Plan update

Ms. Napsha reviewed progress made and goals achieved in the strategic plan for 2009-2013. The plan was put in place before the current revenue shortfalls, therefore, some goals will be put on hold until funding for them becomes available. Highlights of achievements in the strategic plan are as follows –

Goal 1 – Establish the library as a social and cultural community gathering place – with a 392% increase in programming, phase 1 of this goal has been realized.

Goal 2 – Engage the community through outreach and targeted marketing – although a formal targeted marketing plan has not yet been developed, the library continues its outreach with the homebound deliveries. Memoir writing has also been provided at the Senior Center. Existing programs with schools have continued.

Goal 3 – Support the education and economic development priorities of Westland – loss of staff and losing the Dorsey Center program has effected the implementation of this goal. However, special programming to support employment and economic development efforts has been excellent.

Goal 4 – Improve services and access for patrons – library hours were increased to allow greater access, but reduced funding has prevented technology changes that were anticipated to reach this goal.

Goal 5 – Sustain viable infrastructure for services – ongoing efforts are being made to protect the capital reserve fund. Technology services and support have been strengthened, including staff training. Future space planning has not been addressed with funding on the decline. Increased self-service options will be explored as further cuts are anticipated.

Goal 6 – Generate necessary resources – Grant writing is ongoing to try and fill in funding gaps. Efforts to partner with the city and other organizations have been limited.

#### e. Policy Committee

MOTION, to approve the “Payment in Lieu of Coverage” policy for employees.

Motion by: Moody

Support by: Rice

Mr. Moody withdrew his original motion with Mr. Rice’s agreement. Discussion followed regarding specific language in the policy.

MOTION, to approve "Payment in Lieu of Coverage" policy for employees as amended to include the following as the last sentence of the policy:

In the event an employee terminates prior to the end of the fiscal year, the lump sum payment will be pro-rated based on actual time employed.

Motion by: Moody

Support by: Rice

Moody – aye

Rice – aye

Martin – aye

Kelly – aye

Bell – aye

Motion Carried

## 5. Director's Report

Director's report was presented and discussed. Ms. Napsha offered to answer any questions.

Moody: Mr. Moody complimented the Fabulous First Readers and noted that he especially liked the survey.

Martin: None.

Rice: Mr. Rice complimented the staff on a good job with the Fabulous First Readers program and thought the survey results were great. He expressed appreciation for the letter from Angela Hospice. He asked Ms. Napsha why the Northville library is currently experiencing so many problems. Ms. Napsha explained that all the libraries are losing revenue, however, as a district library Northville has the option to go to the voters.

Kelly: Ms. Kelly expressed appreciation for the timely articles provided in this month's packets and also commented on the interesting quote by Anne Herbert. She asked that the board discuss a semi-annual HVAC maintenance contract if the facilities maintenance company would continue to change filters. Ms. Kelly suggested that the chocolate candy workshop be repeated just prior to Valentine's Day.

Bell: Ms. Bell loved the "retelling" component of the children's reading program and thought it a great addition. She also stated for the record that she was glad she was wrong and thrilled with the success of the summer concert series. Ms. Bell complimented Ms. Napsha and Andy for a successful series. She was also happy that the mirrors were helping staff watch more areas. Ms. Bell asked how the webinars would work and Ms. Napsha explained them. Ms. Bell offered congratulations to Claire and Cari for the success of the Fabulous First Readers program. She also commented on how nice it was that employees are continuously complimentary and supportive of each other. Ms. Bell welcomed Ms. Martin to the board and offered her support.

## 6. Citizen Comments

Westland resident, Nancy Froriech, noted the idleness of the court workers performing tasks on the library grounds. She wondered if their time was for community service or in lieu of fines. Ms. Napsha informed her it was the latter. Ms. Froriech said it was obvious the workers were taking many breaks and disturbing that they were being disrespectful to a library volunteer. Ms. Napsha agreed that it was not an ideal situation but noted that leaves wouldn't get raked and weeds wouldn't get pulled without the program.

## 7. Board Member Comments

Moody: Mr. Moody welcomed Ms. Martin to the library board.

Martin: Ms. Martin introduced herself and gave a brief bio. She stated that the night's meeting had opened her eyes to a lot and she hopes that her financial background will contribute to the group dynamic.

Rice: Mr. Rice welcomed Ms. Martin and congratulated her on her appointment to the library board. He noted that her expertise in the financial industry would be welcome. Mr. Rice complimented the director's report and thanked Mr. McNamara for his work in resolving the issue of the library's reserve funds.

Kelly: Ms. Kelly welcomed Ms. Martin to the library board and welcomed her expertise.

Bell: Ms. Bell welcomed Ms. Martin. She also thanked the staff for their work everyday and how they prevent the patrons from feeling the pain of the budget cuts.

## 8. Next meeting topics

## 9. Adjournment

Motion by: Moody

Support by: Rice

RESOLVED, to adjourn meeting at 8:45 PM.

Moody – aye

Rice – aye

Martin – aye

Kelly – aye

Bell - aye

Motion Carried