

Westland Public Library
Board of Trustee Minutes
Wednesday, September 11, 2013
Board Room

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, September 11, 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
Mark Welch-Present
Tim Jackson-Present

STAFF PRESENT:

Dr. Sheila Collins
Sherri West-Admin. Assist./Acquisitions (recording minutes)
Diane Mehl-Circulation Department Head

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Add discussion of security cameras to New Business.

3. Citizens Comments

None

4. Business

a. Approval of Meeting Minutes from July 10, 2013

RESOLVED, to approve the minutes of the July 10, 2013 regular board meeting as submitted.

Motion by: Antoinette Martin

Supported by: Mark Welch

Mark Neal-

Antoinette Martin

Sheri Robinson

Mark Welch

Tim Jackson

Motion – Carried

b. Approval of Meeting Minutes from August 14, 2013

RESOLVED, to approve the minutes of the August 14, 2013 regular board meeting with changes as amended. Sheri Robinson agreed to the treasure position and not the secretary as noted.

Motion by: Tim Jackson

Supported by: Sheri Robinson

Mark Neal-

Antoinette Martin

Sheri Robinson

Mark Welch

Tim Jackson

Motion – Carried

c. Approval of Bills from August 1, through August 31, 2013

Motion to approve bills as submitted.

Motion by: Sheri Robinson

Supported by: Tim Jackson

Mark Neal

Antoinette Martin

Sheri Robinson

Mark Welch

Tim Jackson

Motion- Carried

Note: The board would like to see more detail in the memo on credit card purchases. Where and description of what was purchased.

d. HVAC System update

A meeting took place with Johnson Controls at the Library. Those attending of staff were Sheila Collins, Diane Mehl and Ed Rybski. Discussion about the timeline presented to the library upon the start of the HVAC project. Johnson Controls said that they were supposedly ahead of the timeline. However there is no time set for the Library to have heat. Workers have installed piping in the Library and are working at installing the Chillers.

Concerns were brought up in this meeting as follows:

- Library doors were being left open
- Equipment & tools were left outside and left on premises
- There was no caution tape strung in areas while work was being done
- No onsite manger

Note: 2 more items that were discussed with Johnson Controls were added to the minutes by Sheila Collins as she reviewed her files.

- Johnson Controls unplugged operating computers that run the Library's current heat and air system. They were told several times not to do this. As a result the system ran the Library air coolers for 4 days 24/7. See note attached.
- Also Ed discovered several live uncovered electrical wires in the Johnson work area.

Mark Welch and Antoinette Martin requested copies of the timeline that Johnson Controls created.

e. Parking Lot Lighting

The Library Board had requested bid specs from OHM Engineering for parking Lot lighting. This bid came in very high. Mark Neal was given a contact used by the City of Westland for the ice arena. Mark met with an engineer from MEEC. Walked around the Library and was quoted \$2500 to do new specs.

Motion was made to hire MEEC to create the new bid specs.

Motion: Mark Welch

Support: Antoinette Martin

Mark Neal

Antoinette Martin

Sheri Robinson

Mark Welch

Tim Jackson

Motion- Carried

Upon completion of the specs. Mark Neal will deliver to the city to proceed with bid process.

Note: Proposal for MEEC signed by Mark Neal included in Library Board report

f. Updates from Ken Mehl concerning the Veteran's Memorial

Due to Ken Mehl's absence at the last Library Board meeting as expected Mark Neal spoke with Pam Martin. He had no real information to offer the board. Diane Mehl said that she had spoken to Ken Mehl this past week as he had come into the Library to pick up donated flags. He said the cement workers were on another job and would likely be on site much more the end of September and into October. Rumor has it the Veteran's are planning a celebration on the Library site for Veteran's Day November 11, 2013. The Library is CLOSED.

Mark Neal will draft an e-mail to Ken Mehl requesting his presense and requesting information in detail.

Note: Copy of said e-mail is included in this report.

g. An update on signage for the front of the Library.

Sheila passed out examples of two signs Clay has to offer the Library at this time. The Library Board reviewed both and requested Clay attend October 2013 Library Board meeting with signs of greater detail and price points. It was suggested by Antoinette Martin that Clay take a look at the sign at the Ann Arbor Trail entrance to Hines Park. The board expects Clay's attendance at the next meeting.

h. Update on meeting with Library Employee as requested.

At the last Library Board meeting the Library Board agreed to have two Trustees meet with an employee to review the Library Director's decision to remove job responsibilities as Page Supervisor. The Library Board made clear this was only due to unique circumstances, including the Director's absence, and the Board does not intend to review the Director's personnel decisions in the future. The Library Attorney has met with two Trustees and the employee, and separately with the Library Director regarding the changing of job responsibilities of the employee who formerly was the Page Supervisor. The Board recommended that there be in service training for all supervisors regarding employee management and that the Employee Handbook be reviewed and updated as needed to assure all employees are being treated the same. The employee is not going to be given the Page Supervisor responsibilities.

i. Tree trimming

Motion was made to accept the bid from Horton's tree Service on the basis the work to be complete as described in the bid with no stumps left and a request of 10% discount for leaving wood chips on site.

Motion: Mark Welch

Support: None

*Discussion and review of bids continued resulting in the following.

Motion was made to accept the bid from Horton's tree Service on the basis the work to be complete as described in the bid with no stumps left and a request of 10% discount for leaving wood chips on site.

Motion: Tim Jackson

Support: Mark Welch

Mark Neal

Antoinette Martin

Sheri Robinson

Mark Welch

Tim Jackson

Motion- Carried

5. New Business

a. Security Cameras

The Library's IT Dept. – Clayton Heselschwerdt requested the Library Board look into new security cameras. He feels the current ones are not adequate. He estimates the cost would start around \$4,000 and go up from there. This request was not backed up by any documentation or examples of what Clayton suggests. The Library Board requested that because Clayton was expected to attend the next Library Board meeting. They would like to view a sample of what the current system is catching. According to Mark Welch the Library is on a DVR system and getting a copy should be no problem. This is to be reviewed at this meeting. The Library Board would also like detailed pricing.

b. "Bugs and Books"

Mark Neal presented a handout that would be the statement used to explain to the public about the policies and procedures the William P. Faust Public Library of Westland has implemented to protect patrons from exposure to bedbugs. It was suggested this statement along with suggested websites be placed on the library website. Also the Library Board would like the staff to create a handout of information suggested by the board including these websites.

Note: See example of handout presented by the Library Board

6. Director's Report

Sheila read portions of her written report in order to provide information on what is happening at the Library. Work in progress and work that has been completed. This report given as information.

7. Citizens Comments

It was requested that the Library look into the flags on the library site. To make sure the Library is in accordance.

Note: This was done and the library meets all standards.

8. Board Member Comments

None

9. Next meeting topics

- Clayton update on signage
- Clayton update on security cameras
- Ken Mehl regarding the Veteran's Memorial on site.
- HVAC update
- Parking Lot lighting update
- Tree trimming update

10. Adjournment

RESOLVED, to adjourn meeting at 8:15 P.M.

Motion by: Tim Jackson

Supported by: Mark Welch

Mark Neal-

Antoinette Martin-

Sheri Robinson-

Mark Welch

Tim Jackson

Library Board of Trustees

Approved Minutes: September 11, 2013

Motion- Carried