

Board of Trustee Minutes  
Wednesday, October 9, 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, October 9, 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-Absent  
Tim Jackson-Present

STAFF PRESENT:

Dr. Sheila Collins  
Sherri West-Admin. Assist/Acquisitions (recording minutes)  
Diane Mehl-Circulation Dept. Head  
Clayton Heselschwerdt-IT Dept. Head

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

\*Move Ken Mehl to Business item 3a. As he has other commitments following his presentation.

\* Add minutes from special meeting on October 2, 2013 under business item 3b.

3. Citizens Comments

None

4.

5. Business

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

Ken Mehl attended the October Library Board meeting as requested by the board. He brought the Library Board up to date on the details concerning the Veterans Memorial being built in the back of the Library site.

The center for the monument has been placed. The cement workers are due to come work the end of this week. Ken stated the project will be complete for the November 11<sup>th</sup>, 2013 ceremony. He is expecting up to 400 in attendance. Following the celebration there will be festivities back at the local VFW hall.

b. Approval of Meeting Minutes from September 11, 2013

RESOLVED, to approve the minutes of the September 11, 2013 regular board meeting.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal-yes

Antoinette Martin-yes

Sheri Robinson-yes

Tim Jackson-yes

Motion – Approved

c. Approval of Special Closed Session Minutes from October 2, 2013

RESOLVED, to approve the minutes of the October 2, 2013 Special Closed Session Meeting.

Motion: Sheri Robinson

Support: Tim Jackson

Mark Neal-yes

Antoinette Martin-yes

Sheri Robinson-yes

Tim Jackson-yes

Motion – Approved

d. Approval of Bills from September 2013

Motion to approve bills as submitted.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal-yes

Antoinette Martin-yes

Sheri Robinson-yes

Tim Jackson-yes

Motion – Approved

e. Clayton update on signage

Clayton was to present ideas and costs for a new sign. While inquiring at the city it was found the Library is zoned residential and the size and type of sign allowed was not what the Library was seeking. Also due to future redevelopment of Central City Parkway the placement of any sign is undetermined until the new project has been completed. So the Library Board has decided to table this idea for a new sign to the future.

f. Clayton update on security cameras

Clayton provided examples of the video footage that the current Library security system provides. Views from the front lobby as 2 young patrons had come in the door fighting. Also back door black and white views of staff entering through the staff entrance. Identification was sketchy on all views. Currently we are using a non-digital system. Clayton is suggesting the Library move to a digital system that gives a more clear identifying view and allows for more data retention. Space and time to keep on back file.

Antoinette suggested Clayton may want to get the Westland Police to suggest what type of system and where cameras should be placed.

Clayton gave 2 options.

He recommended the Option #1 as follows.

\*Option 1 is most affordable. It would take a little more work to install. But is more controlled by the Library's IT dept.

Clayton did forewarn the Library Board this security could be quite costly and possibly need to go out for a bid.

The Library Board directed Clayton to provide a recommendation working with the Director on what type, where and cost of purchasing and installing a new digital system.

g. HVAC System update

Dr. Collins presented the Library Board with 2 samples of timelines that were distributed to her from Johnson Controls. The original timeline had provisions due to delivery constraints, etc. Also Ed had created a detailed list of the items completed as of 10-9-13 and those items behind schedule. The Library staff including Sheila, Ed, Diane & Admin. Assist are meeting with Johnson Controls on a bi-weekly basis. Every 2<sup>nd</sup> & 4<sup>th</sup> Thursday afternoon @ 2:00 P.M. Mark Neal said he had gotten a complaint from the city about noise early in the morning. He asked Sheila to ask Jonson Controls to watch their noise level before hours.

h. Parking Lot Lighting

Mark Neal stated that the bid specs have been developed and the bid has been advertised according to the process required.

Mark provided copies of the plans. There will be a PDF available through the city website for the companies that wish to work on full scale prints.

There is a time set on October 15, 2013 at 10:00 A.M. for a walk about with Mark and Devon the city purchaser. After bids are turned in the engineering firm hired to create the prints will review the bids to make sure they meet the requirements. Then they will be presented to the Library Board for approval.

i. Tree trimming update

The attorney has finished and Dr. Collins has signed the final contract with the tree trimming company chosen by the Library Board. There were provisions requested by the board and were added to the contract. The tree trimming will begin soon. A date has not yet been set.

j. Revised sections of Employee Handbook for approval

Dr. Collins under the Library Boards direction has been working on revisions of the Library Employee Handbook as the one on hand is outdated.

Discussion:

There were a couple of questions from the Board and the Attorney about dress codes and termination procedures. The approval of the revisions have been postponed until the next Library Board as the questions asked can possibly be answered with documents that already exist in the handbook. Not yet provided for reviewing due to its location in the handbook.

Request from Administrative staff to provide the Director with these sections in the handbook for her review.

6. New Business

Sheri Robinson stated that she had been approached from the Friends of the Library that they are having issues in heating the books has slowed down the receiving process immensely. The Friends are looking for help.

7. Director's Report

Dr. Collins shared her written report that was presented in the Library Board packet. Statistics about circulation and programming in the month of September. She reviewed some of the work projects that were accomplished. Cement and asphalt in the parking lot. Caulking of the Library Sign walls, etc. Half doors with closing locks have been installed at the circulation and reception desk entrances. Projects have been successfully completed in a timely and positive finish.

8. Citizens Comments

Diane Mehl requested as the specs come in for parking light lighting. Please review the amount of lighting in the drop box area. It is very dark and not safe at this time. Mark looked at the specs and the lighting is proposed to double in this and the staff parking lot areas.

John Sowards recommended as the Library is installing new security cameras. That they try to get cameras that cover all persons coming in and going out. Currently the cameras installed do not get a forward view of anyone leaving the building.

9. Board Member Comments

Antoinette reminded Mark that the November Library Board Meeting date needed to be changed due to absences already known.

Motion made to change the date of the November 2013 Library Board meeting from November 13<sup>th</sup>, 2013 to November 6<sup>th</sup>, 2013 @ 7:00 mP.M.

Motion: Antoinette Martin

Support: Tim Jackson

Mark Neal-yes

Antoinette Martin-yes

Sheri Robinson-yes

Tim Jackson-yes

Motion – Approved

10. Next meeting topics

HVAC Update

Tree trimming update

Parking Lot update

Security Camera update-Clayton

Johnson Controls requested to be present for this next meeting.

11. Adjournment

RESOLVED, to adjourn meeting at 8:05 P.M.

Motion by:

Supported by:

Mark Neal-

Antoinette Martin-

Sheri Robinson-

Mark Welch

Tim Jackson

Motion- Carried