

Westland Public Library
Board of Trustee Minutes
Wednesday, October 10, 2012
Library 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 10, 2012 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 - YES

Antoinette Martin-Vice President - ABSENT

Sheri Robinson-Treasurer - YES

Tim Jackson - YES

Mark Welch - YES

STAFF PRESENT:

Dr. Sheila Collins

Beth Fixler - Admin. Assist. (recording minutes)

Diane Mehl - Circulation Supervisor

ALSO PRESENT:

Michael McNamara - Library Attorney

2. Action on Agenda

3. Citizens Comments

4. Business

a. Approval of Meeting Minutes of the September 12, 2012 Board Meeting.

RESOLVED, to approve the minutes of the September 12, 2012 regular board meeting as submitted.

Motion by: Mark Welch

Supported by: Sheri Robinson

Mark Neal - Board President - YES

Antoinette Martin-Vice President - ABSENT

Sheri Robinson-Treasurer - YES

Tim Jackson - YES

Mark Welch - YES

Motion - APPROVED

b. Approval of Bills

Motion to approve bills as submitted.

Motion by: Tim Jackson

Supported by: Mark Welch

Mark Neal- Board President - YES

Antoinette Martin-Vice President - ABSENT

Sheri Robinson-Treasurer - YES

Tim Jackson - YES

Mark Welch - YES

Motion – APPROVED

c. Old Business/Agenda Items

i. Parking Lot Lighting Update

Tim Jackson requested an update on the parking lot lighting and asked if the Library will be adding lights. Dr. Collins explained that several companies had been contacted and the Library has been promised estimates by C & J Electrical and Town Center Electric. Bill Gabriel from City Hall will also explore his contacts. Mark Neal commented that the focus will be on making the existing lights brighter rather than adding additional lighting.

ii. DTE Rebates

At the September board meeting, Antoinette Martin asked for information about the DTE rebates. Sheri Robinson stated that the rebate will total \$10,680.20.

iii. HVAC Bid Process

Bid specifications for the HVAC system were discussed. Automated Building Control recommended the replacement of the HVAC system. Mark Welch mentioned that he would like the HVAC to tie in with the control system. It was decided that advertising for the bid will take place in October 2012 and the site review will follow a month later. The pre-bid conference will be November 9, 2012 at 10:00 am. There will be vendor site review between November 16th and 30th. The deadline for receipt of bids is on Monday, December 10, 2012 at 10:00 am, and the public opening of the bids will be on December 10, 2012 at 10:05 am. The bids will be discussed at the December 12, 2012 board meeting. In the selection process, a short list of vendors will be notified and interviews set up for the following week in a special meeting of the library board. The bid will be awarded at the January 9, 2013 board meeting.

iv. Staffing

Dr. Collins stated that staffing is a work in progress. Three Circulation employees will increase their hours to 40 per week. Interviews will shortly begin for page applicants and two former pages will be returning. Notices for new hires will be sent out between December 2012 and January 2013.

5. New Business

a. Revised Budget

Funds will be allocated for the HVAC, the Integrated Library System and the lighting and building wrap. It was agreed that the collection budget should be increased. Dr. Collins discussed the benefits of Innovative as her choice for the Integrated Library System.

A motion was made to approve the amended budget.

Motion by: Sheri Robinson

Support by: Tim Jackson

Mark Neal – Board President – YES

Antoinette Martin – Vice President – ABSENT

Sheri Robinson – Treasurer – YES

Tim Jackson – YES

Mark Welch – YES

Motion – APPROVED

b. Carpet Cleaning

Dr. Collins received two quotes from Dalton and Master Maintenance and the cost of each was discussed.

A motion was made to approve the Master Maintenance Contract

Motion by: Mark Welch

Support by: Sheri Robinson

Mark Neal – Board President – YES

Antoinette Martin – Vice President – ABSENT

Sheri Robinson – Treasure – YES

Tim Jackson – YES

Mark Welch – YES

Motion – APPROVED

c. Director Leave

Dr. Collins discussed her upcoming medical leave that will be scheduled in January, February, or March 2013.

6. Director's Report

Dr. Collins reported program statistics for the month of September 2012:

- There were 1,077 program attendees.
- The Library resumed Saturday movies.
- The Homebound Program delivered 455 items to 52 patrons.
- The Reference Department offered eight computer classes with 20 hours of one-on-one computer assistance training sessions.

- There were 568 MelCat requests
- Patrons checked out a total of 8,623 downloadable titles since they were introduced.

There is a new labeling project in the Children's Department to aid in book selection.

The Library is posting election information on the website.

7. Citizens Comments

8. Board Member Comments

9. Next meeting topics

- a. Mark Welch recommended a discussion of lighting feedback.
- b. New phone system
- c. HVAC update
- d. Staffing update

10. Adjournment

RESOLVED, to adjourn meeting at 7:51 P.M.

Motion by: Tim Jackson

Supported by: Sheri Robinson

Mark Neal- Board President - YES

Antoinette Martin-Vice President - ABSENT

Sheri Robinson-Treasurer - YES

Tim Jackson - YES

Mark Welch - YES

Motion - APPROVED