

Westland Public Library
Board of Trustee Minutes
Wednesday, November 6, 2013
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, November 6, 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
Antoinette Martin-Vice President
Sheri Robinson-Treasurer
Tim Jackson-Present
Mark Welch-Absent

STAFF PRESENT:

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

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Citizens Comments

None

4. Business

a. Approval of Meeting Minutes from October 9, 2013

RESOLVED, to approve the minutes of the October 9, 2013 regular board meeting as submitted.

Motion by: Antoinette Martin

Supported by: Tim Jackson

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Tim Jackson-Aye

Motion – Carried

b. Approval of Bills

Motion to approve bills as submitted.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Tim Jackson-Aye

Motion-Carried

c. HVAC System Update

Michael Wieffering from Johnson Controls was in attendance as requested by the board. He came in to give a progress report on the work going on in the Library with the HVAC system. The estimated completion date for this first phase is Nov.27, 2013. At that time all systems should be in place and functioning. They will come back in the spring 2014 to test the "Load" for the air conditioning. There were some changes he reviewed that had to be placed. At no extra cost to the Library. Mark Neal thanked him for the consideration of that. Those changes included a separate heating unit for the front vestibule. This was due to the history of a freeze that broke a water line. They will install this separate unit there. They also upgraded the units at the South end of the building and took the piping through the wall in this area in preparation for a future expected expansion. Upon the completion of this phase on November 27, 2013 Johnson Controls will then be billing the Library for 95% of the Invoice. Full payment is to be billed in the spring at the time of the air conditioning testing.

d. Parking Lot Lighting

Mark Neal explained that the bidding window had been extended due to the work order had been changed. The bid has been extended to December 1, 2013. He also explained that there was a Michigan based company that emailed him and wanted to place a bid. However his product was not what was in the specs. However he felt his product was equivalent to the end result. Mark told him to contact the engineer directly. No discussion or decisions followed.

e. Clayton update on security cameras

Clay began telling the board that the Library is currently facing a "small issue" that the exterior camera has died. He stated he had replaced with a consumer grade camera for now so that staff can see who wishes to enter through the employee door. However it is not reliable. Nor does it record. He stated the Library has 3 dead cameras and the DVR has stopped working.

He wanted to encourage the board to look at this as an emergency situation and that could allow approval of the spending immediately. After much discussion and Clay's explanation. The Board has decided to have Clay put together the specs and immediately get them to Devon at the City of Westland to place a newspaper announcement of the work to be done. This will have a 2 week window of opportunity and the bids to be opened immediately and brought back to the board either at the December regular scheduled meeting or call a special meeting to discuss and possibly approve this spending.

f. Revised sections of Employee Handbook

A motion was made to approve the sections of Employee Handbook revisions with the exclusion of the following line in the Grievance Report that states-

Staff may not file grievance procedures challenging the substance of a performance evaluation.

Motion: Antoinette Martin

Support: Sheri Robinson

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Tim Jackson-Aye

Motion-Carried

- g. Approval of 2014 Library Closings & Holiday Schedule
Motion to approve Library Closings & Holiday Schedule.
Motion: Tim Jackson
Support: Sheri Robinson
Mark Neal-Aye
Antoinette Martin-Aye
Sheri Robinson-Aye
Tim Jackson-Aye
Motion-Carried

5. New Business
None

6. Director's Report
Sheila read highlights of her written report with attention to the following points.
- Horton tree Service plans to start their work the end of November through early December 2013
 - Cannon has been contracted to help with Fall Cleanup
 - Clay has built keyboard holders for the computer placed on the endcaps. The patrons like this very much.
 - Sherri West & Beth Fixler will be moving their offices to a space inside the Library.
 - Library Design has been contacted to do some Space Consulting. The workroom has reached its maximum capacity and needs to be re-evaluated.
 - There was a gas leak and the Library had to evacuate. Consumers Energy came and fixed the issue. The Library re-opened the following day

7. Citizens Comments
None

8. Board Member Comments
None

9. Next meeting topics

- Security Camera Bids
- HVAC Parking Lot Bids
- Update on Johnson Controls

10. Adjournment

RESOLVED, to adjourn meeting at 8:30 P.M.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal-Board President

Antoinette Martin-Vice President

Sheri Robinson-Treasurer

Motion-Carried