

Westland Public Library  
Board of Trustee Minutes  
Wednesday, November 9, 2011  
Meeting Room B, Library

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, November 9, 2011 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:00P.M.by Board President Mark Neal

Roll Call MEMBERS PRESENT:

Mark Neal-Board President  
Antoinette Martin-Vice President  
Sheri Robinson-Treasurer  
Tim Jackson  
Mark Welch

STAFF PRESENT:

Dr. Sheila Collins  
Diane Mehl-Circulation Supervisor  
Sherri West-Staff (recording minutes)

ALSO PRESENT:

Michael McNamara-Library Attorney  
Dan Bourdeau-City of Westland IT Department  
Kevin Bufford-City of Westland DPS Department

2. Action on Agenda

Place approval of minutes from Board of Trustees Proceedings on October 12, 2011 as Business item a-1.

Place approval of minutes from Board of Trustees Special Session on October 22, 2011 as Business item a-2.

3. Citizens Comments

None

4. Business

a. Approval of Meeting Minutes from October 12, 2011

RESOLVED, to approve the minutes of the October 12, 2011 regular board meeting as submitted.

Motion by: Antoinette Martin

Supported by: Mark Welch

Name-Mark Neal

Name-Antoinette Martin

Name-Sheri Robinson

Name-Tim Jackson

Nam-Mark Welch

Motion –carried

a-1. Approval of minutes from Board of Trustees Proceedings on October 12, 2011.

RESOLVED, to approve the minutes of the Board of Trustees Proceedings on October 12, 2011 as submitted.

Motion by: Tim Jackson

Supported by: Sheri Robinson

Name-Mark Neal

Name-Antoinette Martin

Name-Sheri Robinson

Name-Tim Jackson

Nam-Mark Welch

Motion –carried

a-2. Approval of minutes from Board of Trustees Special Session on October 22, 2011.

RESOLVED, to approve the minutes from Board of Trustees Special Session on October 22, 2011 as submitted.

Motion by: Antoinette Martin

Supported by: Tim Jackson

Name-Mark Neal

Name-Antoinette Martin

Name-Sheri Robinson

Name-Tim Jackson

Nam-Mark Welch

Motion –carried

b. Approval of Bills

Motion to approve bills as submitted.

Motion by: Antoinette Martin

Supported by: Mark Welch

Name-Mark Neal

Name-Antoinette Martin

Name-Sheri Robinson

Name-Tim Jackson

Name-Mark Welch

Motion –carried

Discussion of overtime proceeded approval of bills. Dr. Collins proposed to use paper format along with the time clock to eliminate as much overtime as possible due to a problem with the time clock system. Mark Neal instructed Dr. Collins to proceed with this immediately.

c. Follow up on improvements in the director's report.

Dr. Collins reported that she is still working on quotes to get started on these improvements. Bill Gabriel from the city is coming to assist her in the bid process as required by the library's policy.

d. Dan Bourdeau-Update from the city's IT department.

Bourdeau gave Congratulations on the 15<sup>th</sup> Anniversary of the Library.

Bourdeau then presented a model of the phone currently used by the other departments in the city. He gave an explanation of the services available through this phone system already owned by the city of Westland. And the advantages to the library should the board choose to switch over.

Bourdeau then presented a firewall system available to provide anti-virus to protect the library's data. City hall upgraded their firewall and have a 3 year subscription left on the one available for the library. Upon board approval both the phone system and the firewall could be installed around the end of the year.

This week Mayor Wild unveiled the Budget Accountability System currently used by the departments of the city. Current and secure up to the minute information will be available from the finance department. Finance department staff is working on the training necessary. A time frame has been set for the first week in December.

Motion to accept proposal to install the new phone system and upgrade the library's firewall.

Motion by: Mark Welch

Supported by: Antoinette Martin

Name-Mark Neal

Name-Antoinette Martin

Name-Sheri Robinson

Name-Tim Jackson

Name-Mark Welch

Motion –carried

e. DPS department-what services are available to the library.

DPS Department Head Kevin Buford presented to the board what services the DPS has to offer the library. He stated that he had been directed by Mayor Wild to offer services such as snow plowing, tree trimming, maintenance of equipment, water main repair, and drainage issues as examples. Buford requested that a schedule of events be sent to him so that his department is prepared in case of snow.

The board thanked Kevin for coming over to inform the library of these services.

f. Discussion on library expansion/addition project.

The library now has the artist rendition and floor plan of the proposed expansion. Nothing could be done to proceed at the time of this meeting. The hope is between now and the next board meeting the board will have more information how to proceed with financing.

g. Discussion of litigation policy.

Motion was made to adopt the litigation policy as submitted.

Motion by: Tim Jackson

Supported by: Mark Welch

Name-Mark Neal

Name-Antoinette Martin

Name-Sheri Robinson

Name-Tim Jackson

Name-Mark Welch

Motion –carried

h. 2012 Library Closings & Holiday Schedule.

Approval of 2012 Library Closings & Holiday Schedule.

Motion by: Mark Welch

Supported by: Sheri Robinson

Name-Mark Neal

Name-Antoinette Martin

Name-Sheri Robinson

Name-Tim Jackson

Name-Mark Welch

Motion –carried

5. Director's Report

Dr. Collins highlighted some of the topics she had presented in her monthly report to the board in their Library Board packets.

\* November started the kick off of Novel Writing Month at Bigby's Coffee'

\* Dr. Collins attended Michigan Library Association Conference in Kalamazoo. She attended some very informative seminars. One which was given by our Reference Librarian Andy Schuck. He gave a presentation on Writing Programs. He did a very good job.

\* On October 31, 2011 two former employees returned back to work.

\* Monies were transferred from the city to begin our upgrades.

\*Dr. Collins is meeting with staff individually to get their ideas and concerns for the future of the Westland Public Library.

\* Dr. Collins attended a Rotary Meeting.

\* Dr. Collins took a webinar on the Freedom of Information Act.

- \* Dr. Collins met with the director of The Library Network.
- \* Dr. Collins had a luncheon with Mayor Wild, Deputy Mayor, and Mark Neal.

#### 6. Citizens Comments

Citizen Robert Froreich of Westland had some questions for the board.

- \* Concerning the vote of the Garden City Library.

Answer: Yes the passing of Garden City's library will affect the expansion project.

- \* What changed in litigation to bring back 3 staff that had formerly been fired?

Answer: Attorney Michael McNamara advised no discussion advised at this time.

The case is still pending.

- \* Posting date of board session concerning Garden City Library vote?

Answer: Mark Neal explained the change in the schedule due to unavailability to attend by the board. The final posting was made in proper time allowed.

#### 7. Board Member Comments

Tim Jackson gave Dr. Collins and the Library staff a Thank You for all the hard work that contributed to the success of the Library's 15<sup>th</sup> Anniversary. Good Job!

Echo of thanks from Mark Welch, Sheri Robinson and Mark Neal stating the staff did a good job.

Mark Welch wanted to thank Dan Bourdeau and Kevin Bufford for coming to offer their services to help with the bottom line & building a relationship with the city.

Antoinette Martin suggested the board post meetings on the library's web site.

Mark Neal stated he was impressed and surprised by all that is available to the library offered by Dan Bourdeau and Kevin Bufford.

#### 8. Next meeting topics

Discuss Dr. Collins moving expenses.

Discussion of Library Expansion Project (with formation of a committee /and to discuss avenues of finance).

9. Adjournment

RESOLVED, to adjourn meeting at 8:16 P.M.

Motion by: Tim Jackson

Supported by: Mark Welch

Mark Neal-Board President

Antoinette Martin-Vice President

Sheri Robinson-Treasurer

Tim Jackson

Mark Welch

Motion -carried