

Westland Public Library
Board of Trustee Minutes
Wednesday, December 8, 2010
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, December 8, 2010 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:10 PM by Board President Leslie Bell

Roll Call

MEMBERS PRESENT:

Leslie Bell – President

Rebecca Kelly – Vice-President/Secretary

Duane Moody – Treasurer

Antoinette Martin

Eddie Rice

STAFF PRESENT:

Marilyn Kwik

ALSO PRESENT:

Michael McNamara - Library Attorney

2. Action on Agenda

None

3. Citizen's Comments

John Emmerd, Westland resident, noted the parking lamp at the handicap parking area is out again. He also mentioned that certain areas of the parking lot seem dark but all lights appear to be on.

Mark Rodriguez, Westland resident, discussed the city's removal and replacement of reserve funds and asked for confirmation that funds had actually been taken. He also commented on the board's firm stance to protect the reserve fund and stated that a lease agreement would be a misappropriation of funds.

Citizen's comments and submitted comment cards were discussed.

4. Business

a. Approval of Meeting Minutes from November 10, 2010

RESOLVED, to approve the minutes of the November 10, 2010 regular board meeting as submitted.

Motion by: Moody

Support by: Rice

Moody - aye

Rice - aye

Martin - aye

Kelly - aye

Bell - aye

Motion Carried

b. Approval of Bills

MOTION, to approve bills as submitted.

Motion by: Martin

Support by: Moody

Martin - no

Moody - no

Rice - no

Kelly - aye

Bell - aye

Motion Failed

MOTION, to table approval of November bills until December board meeting.

Motion by: Moody

Support by: Rice

Moody - aye

Rice - aye

Martin - aye

Kelly - aye

Bell - aye

Motion Carried

c. Discussion of Technology Plan

Discussion about the Technology Plan submitted at the November board meeting resulted in a general consensus that it was a good plan but did not need formal adoption. Due to constantly changing technology, the plan must remain fluid. Ms. Bell pointed out an urgent recommendation to replace the HVAC controls computer.

d. Capital Needs Assessment

MOTION, to hire OHM to perform a 10-year Capital Needs Assessment contingent on City Council's approval to use \$3000 from reserve fund to cover cost.

Motion: Martin

Support: Moody

Martin – aye

Moody – aye

Rice – aye

Kelly – aye

Bell – aye

Motion Carried

e. 2011 Library Closings & Holiday Schedule

MOTION, to approve 2011 Library Closings & Holiday Schedule as presented.

Motion: Kelly

Support: Rice

Motion withdrawn by Kelly.

MOTION, to approve the 2011 Library Closings & Holiday Schedule with the exception of changing November 25 to an unpaid closing day.

Motion: Moody

Support: Martin

Moody – aye

Martin – aye

Rice – no

Kelly – no

Bell – no

Motion Failed

MOTION, to approve 2011 Library Closings & Holiday Schedule as presented.

Motion: Kelly

Support: Martin

Kelly – aye

Martin – aye

Rice – aye

Moody – no

Bell – aye

Motion Carried

f. Challenged Material

MOTION, to support committee decision to keep challenged item in the library's collection.

Motion: Martin

Support: Rice

Martin – aye

Rice – aye

Moody – aye

Kelly – aye

Bell – aye

Motion Carried

5. Director's Report

Director's report was presented and discussed. Ms. Kwik noted that the January 31st Horizon upgrade would limit use of the library and requested the board consider closing that day and coordinating the closure with the staff's annual in-service day. She also updated the board on some complications that has slowed the fitting of indoor lighting with energy efficient bulbs. Discussion of new computer and furniture placement was discussed with a design consultant at no cost to the library.

Moody: Mr. Moody requested an update on the Food for Fines program and was told by Ms. Kwik that the program has far exceeded their expectations.

Martin: None

Rice: Mr. Rice was glad to see patron usage consistent. He also asked some questions about the Quarterly Budget Review attended by Ms. Kwik and Ms. Bell.

Kelly: Ms. Kelly commended the Children's Department on the *Make a Child Smile* program that provides children an opportunity to perform a service-oriented activity by reaching out to seriously ill children.

Bell: Ms. Bell thanked Ms. Kwik and Andy Schuck for their presentation at the Michigan Library Association's annual conference. She also complimented the new organization of the library's Volunteer Program. Regarding the Quarterly Budget Review, she informed the board that it was a study session for City Council and the library's presence was probably not required.

MOTION, to close the library on January 31, 2011 for a system upgrade and staff in-service day.

Motion: Moody

Support: Rice

Moody – aye

Rice – aye

Martin – aye

Kelly – aye

Bell – aye

Motion Carried

6. Citizen Comments

Westland resident, Robert Froriech, stated he wants to see the library remain independent from the city to preserve its reserve fund and doesn't think council should question the library's responsible use of its funds. He also wants to see a capital needs assessment performed for the library and doesn't want the board to delay in replacing the HVAC controls computer.

Westland resident, John Emmerd, stated it sounds like the board is passing the buck by asking city council to approve funding for a capital needs assessment and thinks it's a mistake. He suggested the board should move funding around to pay for it from under-budget accounts.

Westland resident, Mark Rodriguez, discussed the rent issue and pointed out other city agencies and organizations that don't pay rent. He also urged the board not to enter into a lease agreement.

7. Board Member Comments

Moody: Mr. Moody asked Mr. McNamara to give Mr. Rodriguez and accounting of the city's removal of library reserve funds and subsequent return of those funds. Mr. McNamara explained the sequence of events. He also welcomed Ms. Kwik, commended her on a comprehensive director's report, and expressed appreciation for her service.

Martin: Ms. Martin addressed Mr. Emmerd's comments regarding moving funds to pay for the capital needs assessment and explained that taking it from salaries might hurt us down the road when a new director is hired. She also explained the requirement to get council approval before spending reserve funds.

Rice: Mr. Rice expressed appreciation for Mr. Rodriguez's comments and his activity at various meetings. He also stated that requesting funds from council is a formality that must be followed. Mr. Rice told Ms. Kwik she was doing an outstanding job.

Kelly: Ms. Kelly welcomed Ms. Kwik to the interim director's position and promised to try and keep future meetings a little shorter. Ms. Kelly addressed comments on the capital needs assessment explaining that with budget overages already appearing in certain areas, it seems prudent to use reserve funds to pay for the assessment. She also pointed out that the requirement to go before council for approval is a safeguard in place to protect the reserve fund.

Bell: Ms. Bell handed out approved policies to be added to the trustee manuals. Ms. Bell gave some further details regarding the city's removal and return of library reserves. She provided information on the lighting issue. She addressed the HVAC controls computer and stated that the board was just made aware of the urgent need for replacement through the Technology Plan. Ms. Bell highlighted the Mayor's upcoming visit to the library with Santa. She welcomed Ms. Kwik and apologized for the late meeting and expressed appreciation for how well she's handling everything. She asked Ms. Kwik to pass along holiday wishes to the staff and wished the board a happy holiday. Ms. Bell expressed appreciation to the citizens on behalf of the board for their attendance and comments.

8. Next meeting topics

9. Adjournment

Motion by: Moody

Support by: Martin

RESOLVED, to adjourn meeting at 9:55 PM.

Moody – aye

Martin – aye

Rice – aye

Kelly – aye

Bell - aye

Motion Carried