

Westland Public Library
Board of Trustee Minutes
Wednesday, December 12, 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, December 12, 2012 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:02 P.M. by Library Board President Mark Neal

Roll Call

MEMBERS PRESENT:

Mark Neal-Board President

Antoinette Martin- Vice-President

Sheri Robinson- Treasurer

Tim Jackson

Mark Welch-Absent

STAFF PRESENT:

Dr. Sheila Collins- Director

Diane Mehl-Circulation Supervisor

Sherri West- (recording minutes)

ALSO PRESENT:

Michael McNamara- Library Attorney

2. Action on Agenda

- Motion to: Move item 4.b. Running Library in Sheila's absence of Closed Study Session to 5.b-New Business of the regular scheduled board meeting. And cancel closed session following regular scheduled meeting as posted.

Motion: Tim Jackson

Supported: Antoinette Martin

Mark Neal-Board President-Aye

Antoinette Martin-Vice President-Aye

Sheri Robinson-Treasurer-Aye

Tim Jackson-Aye

Mark Welch-Absent

Motion- Carried

- Motion to combine approval of the bills for October and November.

Motion: Tim Jackson

Support: Sheri Robinson

Mark Neal-Board President-Aye

Antoinette Martin-Vice President-Aye

Sheri Robinson-Treasurer-Aye

Tim Jackson-Aye

Mark Welch-Absent

Motion- Carried

3. Citizens Comments

None

4. Old Business

a. Approval of Meeting Minutes from October 10, 2012

Motion: Antoinette Martin

Supported: Sheri Robinson

Mark Neal-Board President-Aye

Antoinette Martin-Vice President-Aye

Sheri Robinson-Treasurer-Aye

Tim Jackson-Aye

Mark Welch-Absent

Motion- Carried

b. Approval of Bills

MOTION, to approve bills as submitted for October and November 2012.

Motion: Antoinette Martin

Supported: Tim Jackson

Mark Neal-Board President-Aye

Antoinette Martin-Vice President-Aye

Sheri Robinson-Treasurer-Aye

Tim Jackson-Aye

Mark Welch-Absent

Motion- Carried

c. HVAC Update

The bidding process on the HVAC has been set aside due to the loss of an employee at the City of Westland that was responsible for this bid.

The board has been asked to talk to the City Council about why the library needs a new HVAC system. Mark asked that staff be encouraged to place their input as to what the library is experiencing with this current system.

Honeywell gave a presentation and bid on this HVAC system and the parking lot lighting. As to what needs to be replaced, reconfigured and also suggested as we move forward. If Honeywell is chosen to does this project also consider combining project with the parking light project at the same time to reduce the cost of a project manger being on sight twice?

d. Parking Lot lights

Honeywell came and did an inspection of our parking lot lighting and the deficiency in lighting in the dark. The report basically stated that we currently have .001 foot candle which is the measurement used to compare lighting amounts. It is suggested that the lights should be projecting a minimum of 1 foot candle. The current lighting projects directly down with one light per pole. Suggesting the they be replaced with a new 2 light bull horn style on each poll. The question was asked would there be rebates available for this project from DTE as we received from the interior lighting project. Honeywell projects there will be at least a \$2,000-\$3,000 rebate. Out of three options presented to the library board it was decided to look into options 2 & 3 for the parking light project. Also to be presented to City Council on January in January 2013.

5. New Business

a. 2013 Holiday Schedule as submitted.

Motion: Antoinette Martin

Supported: Tim Jackson

Mark Neal-Board President-Aye

Antoinette Martin-Vice President-Aye

Sheri Robinson-Treasurer-Aye

Tim Jackson-Aye

Mark Welch-Absent

Motion- Carried

*Unapproved *2013 Library Closings & Holiday Schedule*

Public Library of Westland

Tuesday	January 1	New Year's Day <i>Library Closed</i>	Paid
Wednesday	January 2 (Library is closed on Monday the Holiday)	New Years Eve <i>Library Closed</i>	Paid
Tuesday	January 22 (Library is closed on Monday the Holiday)	Martin Luther King <i>Library Closed</i>	Paid
Saturday	March 30	Easter Saturday <i>Library Closed</i>	Unpaid
Sunday	March 31 (Library currently closed on Easter Sunday)	Easter Sunday <i>Library Closed</i>	Unpaid
Sunday	May 12	Mother's Day <i>Library Closed</i>	Unpaid
Saturday	May 25	Memorial Saturday <i>Library Closed</i>	Unpaid
Sunday	May 26	Summer Hours Begin <i>Library Closed Sundays thru Labor Day</i>	
Monday	May 27	Memorial Day <i>Library Closed</i>	Paid
Thursday	July 4	Independence day <i>Library Closed</i>	Paid
Saturday	August 31	Labor Day Saturday <i>Library Closed</i>	Unpaid
Monday	September 2	Labor Day <i>Library Closed/Fall/Winter Hours Begin</i>	Paid
Monday	November 11	Veterans Day <i>Library Closed</i>	Paid
Thursday	November 28	Thanksgiving <i>Library Closed</i>	Paid
Friday	November 29	Day after Thanksgiving <i>Library Closed</i>	Paid
Tuesday	December 24	Christmas Eve <i>Library Closed</i>	Paid
Wednesday	December 25	Christmas Day <i>Library Closed</i>	Paid
Thursday	December 26	Day after Christmas <i>Library Closed</i>	Unpaid

b. Directors Medical Leave

Sheila will be leaving for surgery on January 21, 2013. She hopes to be in recovery for 2 months. Mark Neal asked Sheila who she suggested as to operate the library in her absence. Sheila suggested Marilyn Kwik as she has had past experience as the Interim Director. Sheila's last day of work would be January 19th, 2013.

Mark suggested that the board offer Marilyn Kwik the position as Acting Director at the pay rate previously given when she was Interim Director plus 5% raise given to all staff November 1, 2013. This for an estimated time period contingent upon Marilyn Kwik's acceptance.

Should Marilyn Kwik not accept this temporary position Mark advised Sheila to be prepared with another plan "B".

Motion: Antoinette Martin

Support: Sheri Robinson

Mark Neal-Board President-Aye

Antoinette Martin-Vice President-Aye

Sheri Robinson-Treasurer-Aye

Tim Jackson-Aye

Mark Welch-Absent

Motion- Carried

6. Director's Report

- Dr. Collins highlighted the improvements that have taken place in the library these past two months. New copy machines that staff can now copy, fax, scan from their desktops.
- Installed 5 new staff computers.
- Sheila is now certified as a Michigan Library Director.
- The library has rehired 4 previous staff and 6 new staff at this time.
- After discussion with the board the goal is set to open to full hours of operation on March 1st, 2013. Mark asked Sheila to call WLND cable and prepare a public announcement segment about the new hours and updating the citizens of what is happening since the millage.

7. Citizens Comments

None

8. Board Member Comments

Antonette Martin: Wished everyone a Merry Christmas and stated that she is very pleased with what the board has accomplished this past year 2012.

Tim Jackson: Happy Holidays

9. Next meeting topics

- Mark Neal suggested: Discussion of the next budget for the New Year. Study into looking into efficiencies, core and non-core services, wages, etc.
- Antoinette Martin: Let's look into future budget w/ the new millage money and allocations.
- Confirm Acting Director.
- Bids on parking lot and HVAC projects.
- Discuss hiring Plant Moran to reassess our facility and its operations.

10. Adjournment

Motion by: Tim Jackson

Supported by: Antoinette Martin

Mark Neal-Board President-Aye

Antoinette Martin-Vice President-Aye

Sheri Robinson-Treasurer-Aye

Tim Jackson-Aye

Mark Welch-Absent

Motion- Carried

RESOLVED, to adjourn meeting at 8:48 P.M.

Mark Neal-Board President-Aye

Antoinette Martin-Vice President-Aye

Sheri Robinson-Treasurer-Aye

Tim Jackson-Aye

Mark Welch-Absent

Motion- Carried