

Westland Public Library
Board of Trustee Minutes
Wednesday, June 11, 2014, 2014
Library Board Room, 7:00 P.M.

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday June 11, 2014 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

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

Roll Call MEMBERS PRESENT:

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

STAFF PRESENT:

Dr. Sheila Collins-
Sherri West-Admin. Assist./Acquisitions (recording minutes)
Marilyn Kwik
Andy Schuck

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Citizens Comments

None

4. Business

a. Approval of minutes from May 2014 regular scheduled meeting

Motion: Antoinette Martin

Support: Mark Neal

Mark Neal- Yes

Antoinette Martin-Yes

Tim Jackson- Yes

Motion- Approved

b. Approval of Bills

Motion to approve bills from May 2014

Motion by: Antoinette Martin

Supported by: Mark Neal

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Motion- Approved

c. HVAC system update.

Sheila reported that last night Johnson Controls finally got the chillers operating. They had been down. The Library has not yet paid the final Invoice because a final walk through cannot be done until all the work is done. There is a leak in a pipe in the mechanical room. Johnson Controls is due out the following day to repair that pipe. Also Ed will need more training as he cannot manage this alone at this time.

d. Parking Lot Lighting Update

Mark Neal talked with McNulty and he got bid to install a sensor at the staff area to turn off those lights at night. Unless triggered by a movement in that area. McNulty will adjust the offending lighthoods. There is no shielding available for the type of lights that were installed . The bid is for \$4,200

A motion to accept this bid for installation of sensor and redirecting the lighthead for \$4,200.00.

Motion: Antoinette Martin

Support: Tim Jackson

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Motion- Approved

Mark Neal will contact McNulty to go ahead with the work.

e. Library Expansion update

Sheila gave a report on the committees formed to address the Library Expansion Project.

- Sherri West will inform the Friends of the Library to form a committee to request their ideas or needs for the Friends of the Library.
- Sheila developed a committee which includes 2 staff from every department. The following is a list of ideas for surveying the project.
 - a. Online survey
 - b. Kiosk in the lobby and Westland Mall
 - c. Print surveys
 - d. Giveaways for completed surveys

Mark Neal suggested a few examples of questions the Library Board would like answered.

- a. Are you a citizen of Westland?
- b. What types of e-services do you use? Would like to use if made available.
- c. Have you ever had a problem getting on a computer and why?
- d. Have you ever tried to use a meeting room at the Library and could not, and why?

Sheila asked, how soon does the Library Board want her to move forward with these surveys?

Mark said move ahead however the Library Board would like to review the surveys before they are presented to the citizens.

f. Smokers Policy

As requested Sheila presented copies of the Library' Policy on smoking and she had developed a new one to reflect the new decision for a policy to cover a smoking and petition distance from the Library.

She had spoken with Cindy King and Eileen Dehart and the city has no such policy. The new policy would place a 50 foot limit around the exterior of the Library or any Library outdoor activities to be declared no smoking and no petitioning zone.

Motion to accept new policy on no smoking or petitioning with 50 feet of the Library building and activities:

Motion: Antoinette Martin

Support: Tim Jackson

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Motion- Approved

5. New Business

Sheila shared that she had met with Jade Smith from the Mayor's office and the city is taking over the Veteran's Memorial care. They will be putting in a sprinkler system, seeding the grass, weeding and mowing the grass.

6. Director's Report

Sheila Collins the Library Director shared her report as written. Sharing statistics of the added patrons, circulated items, programming attendance, etc. She shared Diane Mehl will be returning from her operation on June 16, 2014.

She had spoken with the representative from OHM. He will be getting back with her. Due to terminating one of the new maintenance staff. The Library will be temporarily using Master Maintenance to fill in especially at this time of vacations.

The Library IT employee let Sheila know the Library already uses an e-mail blast company. This is an avenue for our surveys. Mail-Chimp is already under contract with the Library.

The Library just received another clean Ortho Bedbug inspection.

7. Citizens Comments

Andy Schuck the Library's Youth Department Head shared that the Library had been given a grant from a program titled "Outside the Box" receiving \$5,000 to develop an outdoor space in the children's department. There must be an activity utilizing this grant before October 31, 2014. Staff met with Bruce Thompson from the city, Margo the gardener, Jo Johnson from the historical society and surrounding neighbors gathering ideas and concerns. The Library will be receiving an inflatable movie screen, sound system, canopy's and outdoor seating.

The committee is requesting funds from the Library Board to build and place a patio area to the right of the entrance where tables can also be placed for outdoor reading, internet Wi-Fi, etc.

Mark asked andy if he had discussed this with Sheila the Library Director? Andy stated he had proposed this at the last Leadership Team meeting and Sheila suggested he ask the Library Board for these additional funds for the patio and outdoor seating.

The committee is seeking funds for the cement and outdoor seating. Mark suggested the use of brick pavers already purchased by the Library that we have stored at the DPS yard.

A motion was made to allow up to \$10,000 to build a patio and outdoor furniture purchases.

Motion: Antoinette Martin

Support: Tim Jackson

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Motion- Approved

Andy also asked the Library Board at the request of himself and some of the staff to consider creating a parental policy.

Mark Neal asked Andy if he had discussed this with the director? He said he had told her just prior to the meeting. Mark stated to Andy create your plan then present it to the Library director who in turn would then present a policy for approval or disapproval by the Library Board.

8. Board Member Comments

Antoinette Martin stated "good news" on the grant and Diane's return.
She also asked Sheila when she planned to replace the IT department head? Sheila stated after Daniel returned from his vacation.

9. Next meeting topics

*Election of Officers
HVAC update
Parking Lot Lighting update
Expansion Project
Set up a study session to review salaries in August

10. Adjournment

RESOLVED, to adjourn meeting at 7:45 P.M.

Motion by: Tim Jackson

Supported by: Antoinette Martin

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

Tim Jackson- Yes

Motion- Approved