

Westland Public Library
Board of Trustee Minutes
Wednesday, August 13, 2014
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, August 13, 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-Present

Antoinette Martin-Vice President-Present

Sheri Robinson-Treasurer-Present

Tim Jackson-Present

Mark Welch-Present

STAFF PRESENT:

Dr. Sheila Collins

Sherri West-Staff (recording minutes)

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

3. Citizens Comments

Margo McCormick the libraries Master Gardener requested approval and help in getting some shrubbery for the front drive of the Library. She has found 2 types she would like to purchase. The area has been cleared of old dying shrubs by the landscaping company. There is a wholesaler at the Eastern Market downtown that has them for \$15.00. She would like to purchase 14 of them. Mark Welch the Library Board member will meet Margo at the Library on Saturday August 23rd and will take her to pick them up and bring back to the library. These will be planted by the Library maintenance staff. Sherri West will place the order and pay for them by phone. All Mark will need to do is pick up and deliver.

4. Business

a. Approval of Meeting Minutes July 9, 2014

RESOLVED, to approve the minutes of the July 9, 2014 regular board meeting
As submitted.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Abstain

Mark Welch-Abstain

Motion - Approved

b. Approval of Bills from July 2014

Motion to approve bills for July 2014 as submitted.

Motion by: Antoinette Martin

Supported by: Tim Jackson

Mark Neal- Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Yes

Mark Welch-Yes

Motion - Approved

c. HVAC System Update

Ed Rybski the maintenance for the Library attended this meeting as requested. He shared on August 6, 2014 Johnson Controls came and took out 2 meters then sealed the hole and replaced with 1 meter. It seems to be working fine. On August 7th they removed a ladder they had installed on the roof and replaced the broken handle they had broken off. They reset the chiller and it is working fine. Ed feels he needs more training before final payment is made. He still does not know how to change the temperatures. The thermostats are battery operated and he is continually replacing those batteries. Ed is concerned why there is not a test area and tank for filling chemicals. OHM is coming to the Library on Friday August 15th, 2014 to do a walk through with an engineer. They will report on what they see and let Ed know.

Mark Neal thanked Ed for coming to the meeting and providing this information

d. Parking Lot Lighting Update

McNulty Electric came out to the Library and adjusted four light heads. They have done as much bending as they could. All lighting is now directed and shining on the parking lot. The neighbors are no longer getting direct lighting . They are getting reflective light. Ed has placed a request for the cost of motion sensors on the offending light heads. Also Ed had been asked to look into a berm to be placed between the library and neighbors with trees on it. There are property issues with drainage and the boundary is not wide enough. Once again Thanks to Ed for this information.

e. Library Expansion

An email was sent to the Library Board concerning the Library Expansion project. Mark Neal commented he was quite surprised with the results. They were not the results he was expecting. Mark suggested hiring Library Design to do a work up on the space needs for an expansion. Look into a computer area and look into reconstructing the north mechanical room for maintenance storage of lawn and snow equipment and such. Sheila can approve hiring Library Design as soon as possible as they are a unique provider. Mark said that he liked the report.
"Interesting"

f. Salary Discussion

A follow up meeting is set on this subject before the next Library Board meeting on September 10, 2014.

g. Conclusion of election of secretary

Mark Welch accepts the nomination of Library Board Secretary.

5. New Business

6. Director's Report

Sheila shared statistics from the director's report circulated 63,761 items, 50 new patrons, 1245 Melcat items and 42 homebound items. Once again the Library was a cooling center. The Veterans Memorial has had sprinkler system, new shrubs and been hydro seeded to date. OHM will be meeting with Sheila and Ed Rybski on Friday August 15, 2014 to go over our new HVAC system and inspect from an outside source. Sheila will be taking a Directors workshop to maintain the Library's state funding. And the surveys are still in operation.

7. Citizens Comments

Diane Mehl the Friends liaison gave a quick report on the activity of the Friends of the Library. They are attending Blues Brews and BBQ's. They reported the storage is dangerously full. However they do not intend to lower the price of books. Inga the treasurer has retired and in her place will be Betty Bennett. The Friends were well pleased with the success of the Teen program they had funded.

8. Board Member Comments

9. Next meeting topics

HVAC update

OHM Report

Parking Lot lighting update

Library Expansion/Space Consultant Report

Salary Discussion

10. Adjournment

RESOLVED, to adjourn meeting.

Motion by: Tim Jackson

Supported by: Sheri Robinson

Mark Neal- Board President-Yes

Antoinette Martin-Vice President-Yes

Sheri Robinson-Treasurer-Yes

Tim Jackson-Yes

Mark Welch-Yes

Motion - Carried