

**Westland Public Library
Board of Trustee Minutes
Wednesday, September 10, 2014
Library Board Room, 7:00 PM**

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, September 10, 2014 at 6123 Central City Parkway, Westland Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:00PM by Mark Neal

Roll Call

MEMBERS PRESENT:

Mark Neal – Board President – Present

Antoinette Martin – Vice President – Present

Sheri Robinson – Treasurer – Present

Tim Jackson – Absent

Mark Welch – Secretary – Present

STAFF PRESENT:

Dr. Sheila Collins - Director

Beth Fixler – Minutes

Edward Rybski – Maintenance

Marilyn Kwik – Head of Information Services

ALSO PRESENT:

Michael McNamara – Library Attorney

2. Action on the Agenda

None

3. Citizens Comments

None

4. Business

a. Approval of minutes from August 2014 regular scheduled meeting

Motion to approve minutes

Motion: Antoinette Martin

Support: Mark Welch

Mark Neal – Yes

Antoinette Martin – Yes

Sheri Robinson – Yes

Mark Welch – Yes

Motion: Approved

b. Approval of Bills

Motion to approve bills from August 2014

Motion: Antoinette Martin

Support: Sheri Robinson

Mark Neal – Yes

Antoinette Martin – Yes

Sheri Robinson – Yes

Mark Welch – Yes

Motion: Approved

c. HVAC system update

Edward Rybski gave an update to the Board concerning the progress of Johnson Controls in the completion of the list of necessary work on the HVAC system; as of this date the work has not been finished.

- Johnson Controls has been unresponsive in the area of service calls. Sometimes calls are unanswered, or they say that they will come out if the Library will pay for a service call which should be under warranty.
- The HVAC system needs continual attention which uses maintenance time that was needed in other areas of the Library. There have been temperature difficulties; the batteries in the thermostats have needed to be changed even though they should have had a five year life.
- Edward thinks that it is necessary to have Chemco change the solution in the boilers at the cost of hundreds of dollars to the Library. Warranty issues were discussed concerning the Library bringing in Chemco directly to do the work instead of going

through Johnson Controls. Edward said that Johnson Controls used Chemco at the beginning of the project, and Chemco stated that the boilers were clean at that time, whereas they are now full of iron that will corrode the boilers. Mark Welch asked if Chemco would give the Library a report that stated that the water was not in this condition when the system was put in.

- The passwords and codes have changed on the HVAC system. Edward said that the Library did not change them because they do not have access. Mark Welch and Antoinette Martin expressed concern and encouraged the Library to obtain the codes and passwords and possibly have the Systems Administrator keep them.
- Mark Welch asked if the Board would like the attorney to draw up a letter and send it to Johnson Controls. There was general consent that this should be done.

d. OHM Report

A preliminary report by OHM was distributed to the Board members and discussion followed.

- Recommendations include the replacement of the carpeting (\$125,000 - \$156,000), the entrance doors (\$7,000 to \$10,000), sealing the windows (\$1,100 - \$3,200), painting the outside of the building (\$3,000 to \$4,000), extending insulation to the roof line (\$12,000 to \$15,000) and replacement of bathroom tiles (\$1,500.00).
- The flat roof would need to be replaced in 3 to 10 years (\$177,000 to \$208,000). Edward Rybski remarked that the roof was in good shape and that companies that have come for roof repair always comment how well maintained it is.
- The outside wall needs the replacement of bricks and crumbling mortar. Edward has removed the bushes and said that work could continue until the weather turns cold.
- Antoinette Martin asked if the City was going to include the work on our parking lot with theirs. She commented that except for the roof and the carpet the other items were mostly done and wondered if it was necessary to pay for someone to inspect it.

It was discussed whether work should be done on projects like the enclosure of the storage area, or wait until the plans are complete for the expansion of the Library project.

Mark Neal asked Sheila if the proposal from Library Design for the expansion project could be available by the next board meeting. She replied that she would contact them.

e. Parking Lot Lighting Update

Sheila informed the Board that since the lights have been turned there haven't been any more complaints from the neighborhood and that the Library is still trying to get the sensors

installed. Mark Neal commented that he had received an email from one of the concerned neighbors who said that she was happy with the work and wondered when the sensors would be installed.

f. Library Expansion Update

It will be discussed after the Board receives the report.

g. Salary Discussion

The Board met and discussed this issue and will need to get information on what it would mean to the budget. Sheila will get the information in advance of the next board meeting.

5. New Business

Marilyn Kwik made a request to the Board that she would receive compensation for the period of time that she had been given the added responsibility of the Youth Department. Marilyn was offered a payment of \$7,000 as a bonus for overtime and additional responsibility.

Motion to approve the payment of the bonus

Antoinette Martin: I move to approve the additional compensation of \$7,000 for the additional responsibilities of taking on the Children's Department.

Support: Mark Welch

Mark Neal: Yes

Antoinette Martin: Yes

Sheri Robinson: Yes

Mark Welch: Yes

Motion: Approved

6. Director's Report

The Director shared highlights from her report on the activities in the Library in the month of August.

- Program statistics
- The Geek finale celebration
- The incident concerning counterfeit money

7. Citizens Comments

None

8. Board Member Comments

None

9. Next Meeting Topics

- Johnson Controls – The Board will request that they attend the next board meeting.
- Update on the Library Design Report
- Update on Parking Lot Lighting

10. Adjournment

RESOLVED, to adjourn meeting at 7:42 P.M.

Motion: Antoinette Martin

Support: Sheri Robinson

Mark Neal – Yes

Antoinette Martin – Yes

Sheri Robinson – Yes

Mark Welch – Yes

Motion: Approved