

Westland Public Library
Board of Trustee Minutes
Wednesday, October 8, 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 October 8, 2014 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:00 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-Present

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 September 2014 regular scheduled meeting

Motion: Antoinette Martin

Support: Mark Welch

Mark Neal- Yes

Antoinette Martin-Yes

Tim Jackson- Yes

Mark Welch-Yes

Motion- Approved

- b. Approval of Bills

Motion to approve bills from September 2014

Motion by: Antoinette Martin

Supported by: Mark Welch

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Mark Welch-Yes

Motion- Approved

- c. HVAC system update.

The Library director, staff , board members, library attorney met with Johnson Controls to discuss issues still at hand with the HVAC system. The Library attorney Mr. McNamara spoke today with the representative for Johnson Controls and he said that he was preparing an executive summary in writing and would forward it to the attorney when it was completed.

Mr. McNamara will forward the summary to the Library board and Sheila.

They realize there are issues with the thermostat batteries. They also state this is a manufacture defect. Also they gave direction on service calls. They must go to a main service number before any action is taken on the equipment. Johnson Controls needs to be able to see what is happening.

There are questions on the warranty dates. Mr. McNamara will bring that to Matt.

Library Board of Trustees

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d. Library Expansion update

Sheila emailed the report from Library Design totaling \$12,500 dollars to do a layout for a library expansion. This cost would include an engineer and an architect for the planning. Sheila shared she has worked with this company in the past and has all confidence in their ability to complete the project as requested.

Motion to accept the bid for \$12,500

Motion: Mark Welch

Support: Tim Jackson

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Mark Welch-Yes

Motion- Adopted

The next meeting with Library Design the board would like the following to attend for information seeking purpose.

Library Director

Staff- committee

Library Board

Friends representatives

e. Parking Lot Lighting Update

McNulty Electric is waiting on the sensors to arrive that need to be installed. They are on backorder. They expect to install as soon as they arrive. Mark Neal has spoken with the neighbors that are concerned. He assured them the library is doing everything possible to work with them. The lights have been adjusted and sensors are to be installed as soon as possible. He shared the lighting is within city limits. But there seems to be a glare factor.

f. Recognize National Friends of the Library Week, October 19-25, 2014

Mark Neal stated that he wished to draw attention to the Friends of the Library week. Miriam Kadi the President of the volunteer group was present and she shared that they would discuss this at their next meeting on any plans they are making in regard to this week of recognition.

New Business

Mark Welch library board member would like the director to prepare a report showing the impact it would make on the library if printing was provided free for the first 20 pages to all Westland Citizens.

There is concern of the policing of it and what action happens at page 21?

It was also questioned if our printing system distinguished between patrons from Westland and other communities?

Library Director Sheila Collins requested permission from the board to hire a full time Maintenance person. The board was presented with a comparison in cost to the library if the 32 hour current employee was granted full time 40 hours with benefits. Master Maintenance is lacking or refusing to do certain tasks.

Motion to increase the part time maintenance position to a full time status with benefits:

Motion: Mark Welch

Support: Antoinette Martin

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Mark Welch-Yes

Motion- Adopted

5. Director's Report

Sheila Collins the Library Director shared her report as written. Sheila shared statistics of the added patrons, circulated items, programming attendance, etc. The Library has had cement work done on the wall. The library now has Rosetta-Stone the Language learning tool is now accessible from the Library web site. Sheila attended the Directors workshop at the Library of Michigan and is now a certified class 6 Director. Informed the board of a baby shower the staff hosted for Tara Scott and Tara Scott and Bernadette Dewyer have taken other jobs. Tara has moved to the Canton Library and Bernadette has semi-retired and will be working for the Trenton Library.

6. Citizens Comments

Marilyn Kwik Head of Information services would like to invite the Library board to attend the Staff In-service day. She shared activities of the day included a

- * State trooper on safety in a violent situation.

- * Dr. Stacy Hest from Neighborhood services will brief the staff on Behavior Health 101

- * Kathy Gladden from the Canton Library is coming to share what Canton has changed in their library since their experience with a murder suicide in their very parking lot.

The Friends of the Library has provided the funds for the luncheon on this day. And once again an invitation to the board to join us on this day.

Mariam Kadi asked Sheila to please give her a notice when she plans to meet with Library Design. She needs time to schedule this meeting around her job.

Mariam Kadi shared the Friends of the Library are hosting an Appreciation Luncheon to thank all volunteers who sacrifice their time to the success of the group.

Also she shared a reminder that the City of Westland will be hosting an Open House on October 27, 2014. There will be tours of the new facility, food, etc.

Andy Schuck the Youth Department head shared an update on the Outside the Box project. There was over 100 in attendance. OCLC came and video taped our program and they will be using it around the country to promote this ongoing program. Andy was asked What was the benefit to the Westland Library? The answer is to give our Library the opportunity to build a space outside of the library for furniture and equipment so we may host future events outside. This came with a \$5,000 grant. Andy felt this was a very successful event.

7. Board Member Comments

Mark Welch stated "Good Job" to the library staff and "Thank You "to Bernadette for her 15 years of service to our library.

Antoinette Martin stated "Thank You Bernadette and good job staff". She is excited about Rosetta Stone.

Tim Jackson stated Congratulations to Sheila for getting her certification. The In-service day sounds great. And the Library is doing a good job.

Mark Neal shared he has received comments from people how much they love this library. You are doing a great job. He was even told how the library helped someone get a job. A great staff doing a good job.

8. Next meeting topics

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HVAC update

Parking Lot Lighting update

Expansion Project

9. 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