

Westland Public Library
Board of Trustee Minutes
Wednesday, November 5, 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 November 5, 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-Present

Antoinette Martin-Vice President- Present

Sheri Robinson-Treasurer- Present

Tim Jackson- Present

Mark Welch-Secretary-Present

STAFF PRESENT:

Dr. Sheila Collins

Sherri West-Admin. Assist./Acquisitions (recording minutes)

Diane Mehl-Department Head of Circulation/Tech.Services

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Add item h. budget amendment to business agenda

Add item i. Seeking Friends policies on funding library programs.

3. Citizens Comments

None

4. Business

a. Approval of minutes from October 2014 regular scheduled meeting

Motion: Antoinette Martin

Support: Tim Jackson

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Mark Welch- Yes

Motion – Yes

Motion- Approved

b. Approval of Bills

Motion to approve bills from October 2014

Motion by: Antoinette Martin

Supported by: Tim Jackson

Mark Neal- Yes

Antoinette Martin- Yes

Tim Jackson- Yes

Mark Welch- Yes

Motion- Adopted

c. HVAC system update.

Sheila provided a list of items that still need to be addressed by Johnson Controls. The computer training has been completed. Thermostats still seem to be an issue. The manufacturer is on site this week. They are testing the existing thermostats and are here to resolve this issue. While working in the building today Ed and Lloyd the worker from Johnson Controls discovered a hissing sound in the ceiling. It sounds like a pipe has come undone in the ceiling and all the heat is escaping into the space above the ceiling. The Library attorney suggested holding off on paying the final invoice until the issues with the pipe and thermostats have been resolved. The company working with the wireless thermostats said there is a problem with our Wi-Fi frequency. Mark Welch said to tell Johnson Controls the Library will not change its frequency. They will make it work or replace the thermostats. The Library attorney will also be meeting with

Ed to verify the invoices submitted by Johnson Controls on work done after installation.

d. Library Expansion

Sheila Collins met with Chris DeBear from Library Design. He is finishing up on a current project. Then he will begin to work on our plan of action. In a few weeks he will meet with the Library Expansion Committee and gather documentation he already has on hand from work completed here in the past. He and his father will come in and do some measuring around the Library. He also has connected with the original architect who designed the original building project. This is information on the subject up to date. No actions to be taken at this time.

e. Parking Lot Lighting Update

The surrounding neighbors are still not happy with the new lighting. Currently one-half of the lights go off at 10:00 P.M. The lighting company is working on the installation of sensors to two of the poles offending the neighbors to the south side. Town Center Electric came and measured the foot candles at the pole and property lines. The lighting is within the allowed guidelines of the city.

f. Free Printing Report Discussion

Mark Welch thanked the staff for the very thorough report they have done. It was realized that free printing was not feasible and would actually be wrong to give funds back that have just been given through our recent millage. The idea was to see how the Library could give back to the community as gratitude. It was brought to the Library board's attention on the programs and new products for the patrons because of the millage. The library now has audio/video streaming through Hoopla, Zinio access for online magazines, A new very popular collection of Video Games. There are online resources in the reference department such as Value Line and Rosetta Stone. These are all accessed through the Library website. Also the Westland Library has been given a free subscription to Odillo through The Library Network that will give access to these products in 1 or 2 steps rather than 5-6.

The Library board requested the library get ahold of Craig from WLND City of Westland Cable and prepare a program promoting the advantages to the library since the millage.

- g. Approval of Library Closings 2015
Approval of Library Closings as submitted.
Motion: Antoinette Martin
Support: Sheri Robinson
Mark Neal- Yes
Antoinette Martin- Yes
Tim Jackson- Yes
Mark Welch- Yes
Motion- Approved

5. New Business

- a. Sheila requested permission to hire a part time cataloger. They would work 32 hours without benefits. This employee would catalog into our Library System all our new materials. There is a backup of work in thanks to the increase in collections budget. This would be a permanent position.
Motion: Mark Welch
Support: Sheri Robinson
Mark Neal- Yes
Antoinette Martin- Yes
Tim Jackson- Yes
Mark Welch- Yes
Motion- Approved

A motion was made to transfer funds from unemployment excess to salaries and FICA to cover this new position and the new maintenance position approved in the October 2014 regular library board meeting.

- Motion: Sheri Robinson
Support: Mark Welch
Mark Neal- Yes
Antoinette Martin- Yes
Tim Jackson- Yes
Mark Welch- Yes
Motion- Approved

- b. The Library Board is requesting a copy of Funding Policy's for programming by the Friends of the Library. They would like a report of their policies and procedures on funding. A copy of their mission statement.
- c. When the City of Westland bought their new LED sign the Library was included on the bid. Mark Neal asked. Does the Library Board want to revisit purchasing a LED sign for the front of the Library? The board agreed that yes they would like to see what the cost is and what it would look like.

6. Director's Report

Sheila Collis the Library Director shared points of information included into her written report as submitted to the board. She told of the success of the Staff in service day. She also informed the board how the library is collaborating with the Mayor's office and the City of Westland on a holiday project. There will be a Santa box at the library so all children may drop off their requests and they will be responded to by someone through the city.

7. Citizens Comments

8. Board Member Comments

Mark Welch once again thanked the library staff and Sheila for a thorough report on free printing. And he wished everyone a "Happy Thanksgiving."

Tim Jackson welcomed Diane Mehl back to the library board meetings.

9. Next meeting topics

- HVAC update
- LED sign
- Parking Lot lighting update
- Friends policies on funding
- Cable review
- Outside the Box presentation

10. Adjournment

RESOLVED, to adjourn meeting at 8:05 P.M.

Motion by: Tim Jackson

Supported by: Mark Welch

Mark Neal-Board President

Antoinette Martin-Vice President

Sheri Robinson-Treasurer

Tim Jackson-

Mark Welch-Secretary-

Motion-Approved