

Westland Public Library
Board of Trustee Minutes
Wednesday, December 10, 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 December 10, 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- Absent
Mark Welch-Secretary-Absent

STAFF PRESENT:

Dr. Sheila Collins-
Sherri West-Admin. Assist/Acquisitions (recording minutes)
Ed Rybski- Maintenance

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

- Table Business item 4:HFriends policy on funding until next meeting agenda.
- Add presentation concerning the Library expansion pipes by the Library Maintenance employee Ed Rybski to New Business.

3. Citizens Comments

Elaine Burg a representative of the Tall Oaks Condominium Association came with a concern about the tree branches on the library property that are creating concern for the surrounding property owners. They fear branches may break and cause damage to their properties. When the Library does tree trimming would they please cut off those branches.

Mark Neal explained that the library had accomplished to cut out and trim up the trees at a great cost to the Library. A lot of trees were removed from this area. If by chance the branches were to break the Library would then be responsible to remove them.

4. Business

a. Approval of minutes from November 2014 regular scheduled meeting

Motion: Antoinette Martin

Support: Sheri Robinson

Mark Neal- Yes

Antoinette Martin- Yes

Sheri Robinson- Yes

Motion – Approved

b. Approval of Bills

Motion to approve bills from November 2014

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal- Yes

Antoinette Martin- Yes

Sheri Robinson- Yes

Motion- Approved

c. HVAC system update.

Ed Rybski the Maintenance employee from the Library gave an updated report on Johnson Controls and the New HVAC system. He said that everything seems to be working except for the defective thermostats. Johnson Controls came out and ran some tests on the thermostats that were not communicating correctly. Ed was expecting results from that test. He contacted them and to date no information has been released to him. Other than that the system seems to be operating pretty good.

Mark Neal spoke with Johnson Controls about some outstanding Invoices and they agreed to remove 1 of those invoices. With the recognition from Johnson Controls on the defective thermostats that the batteries are failing prematurely. It is documented the thermostats are still under warranty. Therefore final payment will be made to Johnson Controls.

d. LED sign

When the City of Westland sought proposals for a new LED sign for City Hall and the Fire Department. They included the Library in on the bid. Mark Neal met with the sign company and a new sign would involve removal of the current cement wall and to rebuild a wall to surround the new sign. There was a question about power to the sight. That would reduce the cost by \$4,000 because there is power to that area.

The costs were much more than expected so the Library Board decided to revisit this item 4:d next month in the January 2015 meeting.

e. Parking Lot Lighting Update

Library Director Sheila Collins shared the sensor for the light pole according to McNulty electric is still on back order.

f. Cable review

Library Director Sheila Collins met with selected librarians to discuss options for a WLND cable show presenting the Library. The next step is a meeting with Craig from WLND on December 15, 2014 to set these ideas and plans into action for a series or a one time show on The Westland Library since the millage.

g. Outside the Box presentation

Andy Schuck gave a review of the Outside the Box program hosted by the Library and the video presentation created by the Outside the Box Foundation. It was hosted by Redbox-OCLC and those present viewed a dvd which Westland Library is highly included. At the finish of the video presentation. The Library Board applauded the success of the program.

h. Library Expansion Pipe Discussion

When the Library was originally built there is a pipe in the ceiling above circulation that is called an expansion pipe. As hot and cold water travel through this pipe it expands and contracts accordingly. The pipe originally was never stabilized. Throughout the years it has moved bits at a time. Since the new HVAC

system this pipe has moved 3 to 4 inches. If it should move much further. The Library could have a great disaster on its hands.

The Library Board directed Sheila Collins to proceed with getting a quote to repair this pipe. The Library Board would then proceed with a budget assessment. There were 3 companies presented to choose from to gather information for this quote. Ed Rybski and Sheila Collins have the authority to choose which company they feels is best to complete the quote.

5. New Business

6. Director's Report

Sheila Collins the Library Director gave a verbal report from her written report submitted to the Library Board for board approval. There is an anonymous patron that has generously rewarded the Library staff for their great service. They have provide a pizza luncheon and desserts. This next week cake and peppermint ice cream will be brought in for the staff by this person.

The Library has now posted all activities onto the website calendar of the City of Westland.

Motion: Antoinette Martin

Support: Sheri Robinson

Mark Neal- Yes

Antoinette Martin- Yes

Sheri Robinson- Yes

Motion- Approved

7. Citizens Comments

8. Board Member Comments

Merry Christmas and Happy Holidays to the staff from Antoinette Martin, Sheri Robinson and Mark Neal individually.

Mark Neal stated he is "So proud of everyone here at the Library. It was wonderful to be associated with this Library staff"

"Have a Great Holiday and Happy New Year"

9. Next meeting topics

Parking Lot Lighting

LED sign

Friends Fundraising

Library Design w/ Chris DeBear

Expansion pipes

Cable review

10. Adjournment

RESOLVED, to adjourn meeting at 8:00 P.M.

Motion by: Sheri Robinson

Supported by: Antoinette Martin-Yes

Mark Neal-Board President- Yes

Antoinette Martin-Vice President- Yes

Sheri Robinson-Treasurer- Yes

Motion- Approved