

Westland Public Library
Board of Trustee Minutes
Wednesday, October 12, 2016
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, October 12, 2016 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
DeLano Hornbuckle- Treasurer
Mark Welch-Secretary
Bob Johnson

STAFF PRESENT:

Dr. Sheila Collins-
Sherri West
Diane Mehl-Circulation Department Head

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Add Item: 4.G Library Design Contract and Item 4.H MERC hearing results.

3. Citizens Comments

Meriam Kady the Friends of the Westland Library President shared the last book sale was very successful.

4. Business

- a. Approval of minutes from September 2016 regular scheduled meeting

Motion: DeLano Hornbuckle

Support: Mark Neal

Mark Neal-Board President
Antoinette Martin-Vice President
DeLano Hornbuckle- Treasurer
Mark Welch-Secretary-Abstained
Bob Johnson

Motion Adopted

- b. Approval of bills for September 2016

Motion: Antoinette Martin

Support: Mark Welch

Mark Neal-Board President
Antoinette Martin-Vice President
DeLano Hornbuckle- Treasurer
Mark Welch-Secretary
Bob Johnson

Motion Adopted

- c. Storage Contents Review

The Library staff have not yet had a chance to get to the storage unit to do an evaluation and list of contents of the unit due to unforeseen circumstances.

- d. Plant Moran meeting update

Plant Moran RESA , TMP Architecture and Library Design were all in attendance for this meeting. The spokesperson from Plante Moran began with a power point presentation explaining what phase of the plan they are at. All have been completed up through Design Development. the next step is to begin to work on the construction documents. Depending on approval there are some projects that begin sooner than others on the interior portions. Also Steve Smith from TMP reminded the Library Board that if Wayne County is involved there are issues that may arise that could stall this project temporarily. TMP shared their architectural renderings from inside and outside of the Library. Discussion on quiet areas and exterior existing roof were discussed. Chris D'Bear explained

some of the areas that were different from the last drawings after discussion with the Library director Sheila Collins. Plant Moran hopes to have a January/February time frame to send the project out for firm bids. This will give the Library board an idea on how much money to plan for.

e. Water Bill update

The Library returned the Westland Memorial metered bill to the finance department along with a request to refund the bill paid last December as instructed by the Library board. There has been no response from the finance department. Also the bill has not been sent back to the Library

f. Final Budget Review

A final July 2016 report was requested by the Library administration and it was sent to the Library board in the September Library Board report. There was no discussion about the final budget. The library board was satisfied with the report.

g. Library Design Contract

A motion to retain Library Design for the addition project not to exceed \$78,000 unless voted on in a written amendment as contained in the proposal from Plant Moran.

Motion: Mark Welch

Support: Bob Johnson

Mark Neal-Board President
Antoinette Martin-Vice President
DeLano Hornbuckle- Treasurer
Mark Welch-Secretary
Bob Johnson

Motion Adopted

h. MERC

The Law judge for the Library concerning the union vote was forwarded and the vote was finalized as:

15-NO

14-YES

Therefore there will be no union organized through AFSCME from this vote. Sheila has already posted the vote for all staff to see.

5. New Business

6. Directors Report

The Library Director Sheila Collins shared her written report as submitted in the October 2016 Library Board Packet. Sheila has been selected and she has accepted a place on the Library Board Network Steering committee. The Library has replaced all computer chairs and upholstered furniture and a special Thank you to the Westland DPS for their assistance in removing these items. The Library has hired a new Youth Department Head. Her name is Caryn Bartone. She comes with much management experience and financial background. She is coming from the Lyon Township library and will begin her duties on October 17th, 2016. A new IT line has been installed to accommodate the new garage additions computers and phone line. A collection box for items for Dawn Farms was placed in the foyer and 10 large boxes of items were donated. The Red Cross came and received 28 donations and the Library experienced 10% increase in digital usage over the month of September.

7. Citizens Comments

Mr. Warren reported that he had been over to the Jefferson Barnes library and they have a Pack-tite heater and have not used it because they do not know how. He asked if someone would show him so he could go over there and show them. Diane Mehl the Circulation Department Head offered to give Mr. Warren instruction tonight on these heating systems.

Jody Wolak the Teen library questioned when would the staff be able to reveal the addition to the public? There will of course be a public announcement however there is already discussion through Mayor Wild concerning an expansion so the project can be discussed just not yet in detail as they have not been finalized.

Miriam from the Friends of the Library reminded the Library Board that the Friends would like input on the addition discussion.

8. Board Member Comments

- Mark Welch said congratulations to Sheila on her TLN appointment to the steering committee and Welcome on Monday to the new department head Caryn Bartone.
- DeLano also congratulations to Sheila Collins steering committee appointment and would personally like some feedback from all staff on the layout presented tonight by Plant Moran,. TMP and Library Design.

9. Next meeting topics

Plant Moran

Library Storage content list

10. Adjournment

RESOLVED, to adjourn meeting at 8:23 P.M.

Motion by: Antoinette Martin

Supported by: DeLano Hornbuckle

Mark Neal-Board President

Antoinette Martin-Vice President

DeLano Hornbuckle- Treasurer

Mark Welch- Secretary

Bob Johnson

Motion- Adopted