

Westland Public Library  
Board of Trustee Minutes  
Wednesday, February 8, 2017  
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, February 8, 2017 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 5:30 P.M. by Mark Neal

Roll Call MEMBERS PRESENT:

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

STAFF PRESENT:

Dr. Sheila Collins-  
Diane Mehl-Circulation Dept. Head  
Sherri West- recording minutes

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Revisit Job Description for Department Head add to 4.Business, Item e.

Motion: Bobby Johnson

Support: Mark Welch

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

Approved

3. Citizens Comments-Agenda items

4. Business

- a. Approval of minutes from January 11, 2017 regular scheduled meeting

Motion: Antoinette Martin

Support: DeLano Hornbuckle

Mark Neal-Board President-Yes

Antoinette Martin-Vice President- Yes

DeLano Hornbuckle- Treasurer- Yes

Mark Welch-Secretary- Yes

Bob Johnson- Yes

Approved

- b. Approval of minutes from January 11, 2017 Special Study session

Motion: Mark Welch

Support: Antoinette Martin

Mark Neal-Board President-Yes

Antoinette Martin-Vice President- Yes

DeLano Hornbuckle- Treasurer- Yes

Mark Welch-Secretary- Yes

Bob Johnson- Yes

Approved

- c. Approval of bills for January 2017

Motion: Antoinette Martin

Support: DeLano Hornbuckle

Mark Neal-Board President-Yes

Antoinette Martin-Vice President- Yes

DeLano Hornbuckle- Treasurer- Yes

Mark Welch-Secretary- Yes

Bob Johnson- Yes

Approved

d. Update from Plant Moran

Representative Paul Wills from Plan Moran presented the documents showing where the library and Plant Moran are standing at this time for the Library Expansion. He explained that the project is still into the assembling construction team phase. They feel they are on target in the expected time line. They are anticipating an April start date to begin on some of the Interior changes. A monumental sign was requested by Mayor Wild for along Central City Parkway. He requested one that resembles the sign at city hall. Library Design is gathering information to present a mid-level furnishing to be completed soon. Paul stated the budget is good and scheduling ids going good.

e. Revisit Job Description for Department Head as requested by the Library Director.

Motion:

Support:

Mark Neal-Board President-Yes

Antoinette Martin-Vice President- Yes

DeLano Hornbuckle- Treasurer- Yes

Mark Welch-Secretary- Yes

Bob Johnson- Yes

Approved

5. New Business

Review of Employee Handbook sections as listed and accepted with voice approval to be voted and implemented as a whole unit to come at a later date.

III.A. At Will Employee-Voice approved

III.B. Employee Classifications-Voice approved

III.C. Full Time Employee Status-Voice approved

III.D. Part –Time Employee Status-Voice approved

III.E. Temporary Employees-Voice approved

III.F. Overtime-Voice approved

III.G. Performance Evaluation/Wages and Salaries- Tabled

III.H. Bonuses- Eliminated-Voice approved

III.I. Termination-Voice approved

III.J. Paychecks-Voice approved

- Acknowledgement page- Tabled

## 6. Directors Report

Library Director Sheila Collins verbally shared her written director report focusing in on the following items:

- Friends are reorganizing to be shared at the February Friends Meeting
- February Friends Book Sale is a \$4 a bag sale on inventory, February 11 & 12, 2017
- Orkin visit- No alerts
- Smart Money Week programs coming for Youth and Adults
- Youth Department just finished its 10<sup>th</sup> edition of a Newsletter by Laur Flahery
- Youth department in the middle of Winter Reading Program. Kids are expected to read 24 books or 8 chapter books to win a prize.

## 7. Citizens Comments-General

## 8. Board Member Comments

- Bobby Johnson said that in regards to a question asked about the heated discharge being built into the library. He wanted to assure everyone that children are not allowed into the Library workroom. No problems could occur.
- Mark Neal reported that the Fire Department donated \$500 again this year to pay for First Graders from Wayne Westland Schools to come to the library for reading time and tours.

## 9. Next meeting topics

- Employee Handbook updates to review
- Plant Moran update
- Plan for March meeting to begin at 6:00 P.M. on March 8, 2017

10. Adjournment

RESOLVED, to adjourn meeting at 6:35 P.M.

Motion by: Antoinette Martin

Supported by: DeLano Hornbuckle

Mark Neal-Board President-Yes

Antoinette Martin-Vice President-Yes

DeLano Hornbuckle- Treasurer-Yes

Mark Welch- Secretary-Yes

Bob Johnson-Yes

Motion passed