

Westland Public Library  
Board of Trustee Minutes  
Wednesday, July 11, 2018  
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, July 11, 2018 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:00 P.M. by James Higgins

Roll Call MEMBERS PRESENT:

James Higgins-President-Present

Gayle Nicholson-Vice President-Present

Kathryn Sample-Treasurer-Present

Julie Laliberte-Secretary-Present

Gary Chappel- Present

STAFF PRESENT:

Ishwar Laximanarayan

Sherri West-Administrative Manager

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Citizens Comments on Agenda Items only:

None

4. Business

a. Election of Library Board President

A motion to open nominations for Library Board President

Motion: Gary Chappell

Support: Gayle Nicholson

James Higgins-Aye  
Gayle Nicholson-Aye  
Julie Laliberte-Aye  
Kathryn Sample- Aye  
Gary Chappel- Aye

Motion approved

James Higgins nominated- accepting nomination

Motion to close nominations:

Motion: Kathryn Sample

Support: Gary Chappell

James Higgins-Aye  
Gayle Nicholson-Aye  
Julie Laliberte-Aye  
Kathryn Sample- Aye  
Gary Chappel- Aye

Motion approved

Motion to elect James Higgins for Library Board President

Motion: Kathryn Sample

Support: Gary Chappell

James Higgins-Aye  
Gayle Nicholson-Aye  
Julie Laliberte-Aye  
Kathryn Sample- Aye  
Gary Chappel- Aye

Motion approved

b. Election of Library Vice President

A motion to open nominations for Library Board Vice President

Motion: Gary Chappell

Support: Julie Laliberte

James Higgins-Aye

Gayle Nicholson-Aye

Julie Laliberte-Aye

Kathryn Sample- Aye

Gary Chappel- Aye

Motion approved

Motion to nominate Gayle Nicholson for Library Board Vice President

Motion: Kathryn Sample

Support: Gary Chappell

James Higgins-Aye

Gayle Nicholson-Aye

Julie Laliberte-Aye

Kathryn Sample- Aye

Gary Chappel- Aye

Motion approved

Gayle Nicholson nominated- accepting nomination

Motion to close nominations:

Motion: Kathryn Sample

Support: Gary Chappell

James Higgins-Aye

Gayle Nicholson-Aye

Julie Laliberte-Aye

Kathryn Sample- Aye

Gary Chappel- Aye

Motion approved

Motion to elect Gayle Nicholson for Library Board Vice President

Motion: Kathryn Sample

Support: Gary Chappell

James Higgins-Aye

Gayle Nicholson-Aye

Julie Laliberte-Aye

Kathryn Sample- Aye

Gary Chappel- Aye

Motion approved

c. Election of Library Board Treasurer

A motion to open nominations for Library Board Treasurer

Motion: Gayle Nicholson

Support: Gary Chappell

James Higgins-Aye

Gayle Nicholson-Aye

Julie Laliberte-Aye

Kathryn Sample- Aye

Gary Chappel- Aye

Motion approved

Motion to nominate Kathryn sample for Library Board Treasurer

Motion: Julie Laliberte

Support: Gary Chappell

James Higgins-Aye

Gayle Nicholson-Aye

Julie Laliberte-Aye

Kathryn Sample- Aye

Gary Chappel- Aye

Motion approved

Kathryn sample nominated- accepting nomination

Motion to close nominations:

Motion: Gary Chappell

Support: Gayle Nicholson

James Higgins-Aye

Gayle Nicholson-Aye

Julie Laliberte-Aye

Kathryn Sample- Aye

Gary Chappel- Aye

Motion approved

Motion to elect Kathryn sample for Library Board Treasurer

Motion: Gary Chappell

Support: Julie Laliberte

James Higgins-Aye  
Gayle Nicholson-Aye  
Julie Laliberte-Aye  
Kathryn Sample- Aye  
Gary Chappel- Aye

Motion approved

d. Election of Library Board Secretary

A motion to open nominations for Library Board Secretary

Motion: Kathryn Sample

Support: Gayle Nicholson

James Higgins-Aye  
Gayle Nicholson-Aye  
Julie Laliberte-Aye  
Kathryn Sample- Aye  
Gary Chappel- Aye

Motion approved

Motion to nominate Julie Laliberte for Library Board Secretary

Motion: Gayle Nicholson

Support: Gary Chappell

James Higgins-Aye  
Gayle Nicholson-Aye  
Julie Laliberte-Aye  
Kathryn Sample- Aye  
Gary Chappel- Aye

Motion approved

Julie Laliberte nominated- accepting nomination

Motion to close nominations:

Motion: Kathryn Sample

Support: Gary Chappell

James Higgins-Aye  
Gayle Nicholson-Aye  
Julie Laliberte-Aye  
Kathryn Sample- Aye  
Gary Chappel- Aye

Motion approved

Motion to elect Julie Laliberte for Library Board Secretary

Motion: Gary Chappell

Support: Gayle Nicholson

James Higgins-Aye

Gayle Nicholson-Aye

Julie Laliberte-Aye

Kathryn Sample- Aye

Gary Chappel- Aye

Motion approved

e. Approval of minutes of the Meeting June 13, 2018

RESOLVED, to approve the minutes of the June 13, 2018 regular board meeting as submitted.

Motion by: Gary Chappell

Supported by: Julie Laliberte

James Higgins-President-Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappel- Yes

Julie Laliberte- Yes

Motion Approved

f. Approval of Bills from June 2018

Motion to approve bills as submitted.

Motion by: Kathryn Sample

Supported by: Gayle Nicholson

James Higgins-President-Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer Yes

Gary Chappel- Yes

Julie Laliberte- Yes

Motion Approved

g. Friends of the Library

Lynne Hagman reported for the Friends of the Library. There will be no regular meeting in July . tomorrow the Friends are giving away free books for kids at the Westland Farmers Market. August 9<sup>th</sup> they will be giving away free

adult fiction for Senior Day and the Westland Farmers Market. For the month of July the Friends are selling all adult fiction for \$.25. They seem to be moving out quite quickly. The Friends are also donating books to the Norwayne program called Red Wagon.

h. Transfer of 401(a) and 457 retirement plans from Security Benefits to The Standard

Sherri West explained that the staff met with Eric Mitchell from Retirement Plan Advisors about changing the retirement record keeping company from Security Benefits to The Standard. All staff signed a list agreeing to the change and stating they understood why the changes were being made. The Library has come to the Library board seeking approval .

Motion to approve transferring from Security Benefits to The Standard.

Motion: Gary Chappell

Support: Julie Laliberte

James Higgins-President-Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer Yes

Gary Chappel- Yes

Julie Laliberte- Yes

Motion Approved

i. Collective Bargaining Agreement

Mike McNamara reported that the negotiations are in the beginning stages. There has been a meet & greet scheduled for July 24<sup>th</sup>, 2018 at the Library. This is to discuss issues on the negotiating table. There is nothing yet to report at this session.

5. New Business

a. Board policies and procedures

The Library Director stated the Library Board policies are significantly outdated. Copies were provided to the board to review the bylaws in preparation for future changes. Also a suggestion was made to form a governance committee to review and return to the Library board for approval.

Also the Library Director presented the idea of considering a study session prior to regular meetings to provide a time frame for presentations and introductions. Possibly invited guests from the City administration.

b. Directors Goals for 2018-2019

As the Library Director shared in the board packet the following list are his goals for the coming year.

1. Negotiate collective bargaining contract
2. Policies and procedures
3. Understand the relationship between the City of Westland and the library.
4. Focus on being an ambassador in the community.

There had been discussion on the Library's Strategic Plan. However in light of all of the above the Library Director has shared that that will be the focus of year two.

6. Director's Report

In his extensive report the Library Director reported a wide variety of events sponsored by the Library. This is including the Finale of the Summer Reading Program. The director has attended various events in the community. Meetings with The Rotary Club, Chamber of Commerce, Farmers Market. He was also approved of a membership with the Westland Rotary.

The Library will be hosting the very first election precinct on August 7, 2018. This summer has brought music back to the lawn with two outdoor concerts. There is a hope to make the Library a vibrant community destination.

7. Citizens Comments in General

8. Board Member Comments

The board expressed their appreciation for all the work that went into the meet & Greet for the new director.

9. Next meeting topics

Select committee to update Library board bylaws  
Discuss study sessions prior to regular scheduled meetings  
Friends update  
Collective bargaining update



10. Adjournment

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

Motion by: Gary Chappell

Supported by: Julie Laliberte

James Higgins-President- Aye

Gayle Nicholson-Vice President-Aye

Kathryn Sample-Treasurer-Aye

Gary Chappel- Aye

Julie Laliberte- Aye

Motion Approved