

William P Faust Public Library of Westland
6123 Central City Parkway
Board of Trustee Minutes
Wednesday, November 14, 2018
Library Conference Room

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, November 14, 2018

1. Call to Order and Attendance

Meeting called to order at 7:03 P.M. by James Higgins

Roll Call MEMBERS PRESENT: James Higgins-President- Present, Gayle Nicholson-Vice President- Present, Kathryn Sample-Treasurer- Present, Gary Chappell- Trustee- Present, Julie Laliberte- Secretary- Absent

Four of five trustees present

STAFF PRESENT:

Ishwar Laxminarayan-Director- Present

Sherri West-Administrative Manager- Present

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Gary Chappell made a motion to add Item 5.a to New Business. Approval of department head job descriptions as presented by the director.

Motion: Gary Chappell

Support: Kathryn Sample

James Higgins-President- Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappell- Trustee- Yes

Motion approved

3. Citizens Comments on Agenda Items only:

None

4. Business

- a. RESOLVED, to approve the minutes of the October 10, 2018 regular board meeting as submitted.

Motion by: Kathryn Sample

Supported by: Gayle Nicholson

James Higgins-President- Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappell- Trustee- Yes

Motion approved

- b. RESOLVED, to approve the minutes of the October 10, 2018 Study Session

Motion by: Gayle Nicholson

Supported by: Kathryn Sample

James Higgins-President- Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappell- Trustee- Yes

Motion approved

- c. Motion to approve bills for November 2018 as submitted.

Motion by: Kathryn Sample

Supported by: Gary Chappell

James Higgins-President- Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappell- Trustee- Yes

Motion approved

d. Friends of the Library

Lynne Hagmann the secretary from the Friends of the Library reported that the Fall Book Sale is Friday through Sunday November 16-18, 2018. There are a lot of reference books in this sale. They are going to try leaving these books on the shelves in the library with an amount on a sign at the shelf. The Friends have voted to provide a stipend for the homebound delivery drivers to thank them for their service to the home bound patrons.

e. Collective Bargaining

The Library attorney reported the library and the union continue to negotiate. Currently they are on draft#8. Two meetings are scheduled for next month. There is hope to wrap it all up early in 2019. He explained that the department head/supervisors have chosen to separate and are going to MERC to form their own bargaining unit. As she is on the negotiating committee Cari Fry said that the bargaining sessions were going well. Ishwar told the board that Cari Fry deserved congratulations' on her new position as a youth librarian.

f. Trustee stipend

In a vote by City Council back in June of 2018 a motion was made to approve the \$60.00 stipend per board meeting which will come out of the library employee salaries budget. Motion to approve said stipend with an option for individual trustees to decline receiving the stipend

Motion: Kathryn Sample

Support: Gayle Nicholson

James Higgins-President- Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappell- Trustee- Yes

Motion approved

g. Library Closings

A motion to approve the library closing list as presented in the November 2018 board packet with the exception of Easter Saturday. This will now be a work day. The closing list will be reviewed during the collective bargaining process.

Motion: Kathryn Sample

Support: Gary Chappell

James Higgins-President- Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappell- Trustee- Yes

Motion approved

5. New Business

- a. Approval of the following Department Head job descriptions as proposed by the director. Head of Adult Services, Head of Youth Services, Head of Technology Services, Head of Maintenance, Head of Circulation Services and Head of Technical Services.

Motion: Gary Chappell

Support: Kathryn Sample

James Higgins-President- Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappell- Trustee- Yes

Motion approved

6. Director's Report

Below is a list of activities/ projects the Library Director attended this past month.

- Department head job descriptions were completed.
- He attended the Harvest Festival at Jefferson Barns.
- There was a staff pumpkin decoration contest.
- Attended Halloween at City Hall
- MLA Conference was a good experience
- It was noticed that the use of the public computers is down so the library is repurposing some of that space.

The director invited the trustees to attend the Holiday Sing-along with Santa & Mrs. Claus who will be coming with reindeer and elves on December 10th, 2018. The library will be serving hot cocoa and doing a Christmas craft.

7. Citizens Comments in General

Sandra J. Macika commented that she would like the library to review the policy on meeting rooms.

8. Board Member Comments

None

9. Next meeting topics

Friends of the Library

Collective Bargaining

Budget adjustment for current fiscal year.

Meeting Room Policy-(Study session agenda item)

10. Adjournment

RESOLVED, to adjourn meeting at 8:00 p.m.

Motion by: Gary Chappell

Supported by: Gayle Nicholson

James Higgins-President- Yes

Gayle Nicholson-Vice President- Yes

Kathryn Sample-Treasurer- Yes

Gary Chappell- Yes

Julie Laliberte- Yes

Motion approved