

Unapproved Board of Trustee Board Meeting Minutes
William P. Faust Public Library of Westland
Wednesday, August 26, 2020

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday, August 26, 2020, By Electronic Zoom.

1. Action on Agenda

The meeting was called to order at 7:00 pm by Board President James Higgins

MEMBERS PRESENT: James Higgins, Gayle Nicholson, Gary Chappell, Kathryn Sample,
and Jen Koralewski

Member Absent: None

ALSO PRESENT: Ishwar Laxminarayan, Director
Dan Wetterstrom, IT Dept. Head
Paula Scarlett, Admin Assistant

2. Action on Agenda

Motion by Gayle Nicholson, supported by Gary Chappell

RESOLVED to move agenda item Business 4d Confirmation of President to item Business 4a and move item Business 4a Approval of minutes from July 15, 2020, regularly scheduled meeting to item Business 4b. All items 4a – 4d will move down the agenda by one place. 4b will become 4c, 4c will become 4d.

James Higgins – Aye
Gayle Nicholson – Aye
Gary Chappell – Aye
Kathryn Sample - Aye
Jen Koralewski – Aye

Motion Carried

3. Citizens Comments on Agenda Items

None

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4. Business

a. Confirmation of President

Motion by Gary Chappell, supported by Gayle Nicholson

RESOLVED to confirm the nomination for James Higgins, Library Board President.
James Higgins accepted the nomination.

Motion by Gary Chappell, supported by Gayle Nicholson

James Higgins – Aye
Gayle Nicholson – Aye
Gary Chappell - Aye
Kathryn Sample - Aye
Jen Koralewski – Aye

Motion carried

b. Approval of bills for July 2020

Motion by Kathryn Sample, supported by Gayle Nicholson

RESOLVED to approve July 2020 bills as presented

James Higgins – Aye
Gayle Nicholson – Aye
Gary Chappell - Aye
Kathryn Sample - Aye
Jen Koralewski – Aye

Motion carried

c. Approval of minutes from July 15, 2020, regularly scheduled meeting

Motion by Gayle Nicholson, supported by Jen Koralewski

RESOLVED to approve July 2020 bills as presented

James Higgins – Aye
Gayle Nicholson – Aye
Gary Chappell - Aye
Kathryn Sample - Aye
Jen Koralewski – Aye

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Motion carried

d. Friends of the Library

The Friends have not had any sales this year due to Covid-19. Lynne Hagmann and Meriem Kadi will be meeting with Ishwar and Cari Fry soon to discuss the possibility of reopening the Friends Book Shop and whatever other sales they may want to have this year.

e. Eliminating Overdue Fines – Recommendation

Motion by James Higgins, supported by Gayle Nicholson

Ishwar opened the discussion with his recommendation of eliminating overdue fines starting September 8, 2020.

The other fees will remain in place, and this includes replacement costs for lost materials (books, DVDs, video games, Hot Spots, damage, book bundles, etc.), charges for faxing, printing, etc.

Motion by Gary Chappell, supported by Gayle Nicholson

RESOLVED to approve Eliminating Overdue Fines for books and other materials for the Westland Public Library as presented with effect from Tuesday, September 8, 2020

James Higgins – Aye
Gayle Nicholson – Aye
Gary Chappell - Aye
Kathryn Sample - Aye
Jen Koralewski – Aye

Motion carried

f. Pay Adjustment for Administrative Assistant

Ishwar sent a recommendation for an adjustment for Paula Scarlett's pay rate.

Motion by Gayle Nicholson, supported by Jen Koralewski

RESOLVED to approve the pay adjustment for Paula Scarlett as presented

James Higgins – Aye
Gayle Nicholson – Aye
Gary Chappell - Aye

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Kathryn Sample - Aye

Jen Koralewski – Aye

Motion carried

g. Staff Development Days - October 6 and October 7

Library Journal is holding a virtual summit for Libraries to move toward the "New Normal" and how to adapt and repurpose ourselves to the community. We plan to be closed all day on October 6 and a half day on October 7. The staff chooses the sessions they wish to attend virtually at the Library.

Motion by Kathryn Sample, supported by Gayle Nicholson

RESOLVED to approve the closing of the Library on October 6 – All Day, and close the Library on October 7 – until 2 pm for All Staff Development Days as presented

James Higgins – Aye

Gayle Nicholson – Aye

Gary Chappell - Aye

Kathryn Sample - Aye

Jen Koralewski – Aye

Motion carried

h. Directors Report

Services being offered:

- the Library is now open on a limited basis in the Lobby, and our patrons have received this very well.
- Ishwar recommends that we extend our Saturday hours to 10 am to 5 pm, beginning after Labor Day.

5. Citizens Comments

Lynne Hagmann reived clarification on overdue fines

Katelin asked if the employees would be able to work from home during the election and Ishwar responded that he is hoping to bring a proposal to the next Board meeting.

6. Board Members Comments

Kathryn Sample wanted to know if the Library has received any Cares Act funds. Ishwar responded that we haven't received any since we were in the middle of our temporary furlough and were not

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able to submit an application on time.

7. Next Meeting Topics

- a.** Director's Performance Evaluation – Ishwar will send his self-evaluation over to Gayle this week.
- b.** Our next meeting will be on September 16, 2020.

8. Adjournment

Motion by Kathryn Sample and Support by Gary Chappell

RESOLVED to adjourn the meeting.

James Higgins – Aye
Gayle Nicholson – Aye
Gary Chappell – Aye
Kathryn Sample - Aye
Jen Koralewski – Aye

Motion carried

Meeting adjourned at 8:14 PM