

**William P Faust Public Library of Westland  
Board of Trustee Board Meeting**

Wednesday, December 16, 2020  
Library Conference Room  
Via Electronic Zoom

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday, December 16, 2020, at 7:00 pm by Electronic Zoom

**1. Call to Order and Rollcall**

Meeting called to order at 7:00 pm by James Higgins

**MEMBERS PRESENT:**

James Higgins  
Gayle Nicholson  
Kathryn Sample  
Jen Koralewski  
Gary Chappell

**Member Absent:**

**ALSO PRESENT:**

Jennifer Roth, Director  
Paula Scarlett, Admin Assistant  
Dan Wetterstrom, IT Dept. Head  
Mike McNamara, Library Attorney

**2. Action on Agenda**

None

**3. Citizens Comments on Agenda Items**

None

**4. Business**

a. Approval of Minutes from regular session November 18, 2020  
Motion by Gayle Nicholson, supported by Jen Koralewski

RESOLVED to approve the minutes from the regular session on November 18, 2020

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

Motion Carried

b. Approval of Bills from November 2020

Motion by Kathryn Sample, supported by Jen Koralewski

RESOLVED to Approve bills from November 2020

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

Motion Carried

c. Review the Year-End Financials

No Action

d. Director Search – Status

The administration office (Sherri West) will be posting to: Library Journal Magazine, Wayne State University, Michigan State University, The Library Network, and Michigan Library.'

e. Millage Meeting – Recap

Please review the Google Doc on your own time

The Study Session is set up for January 6 for review.

f. Friends of the Library

Cari Fry became the liaison for the Friends of the Library. Cari has requested monies for the Food & Prizes.

## **5. New business**

None

## **6. Director's Report**

Last month we held the Staff Development Day for the Staff. At the end of the month, we had our first staff member test positive for Covid. The Library was closed for two weeks. During

this time, we had the Library Fogger and Cover Shield cleaning performed throughout the Library. Maintenance work was done throughout the library. The front doors were fixed, and the boilers were looked at also. **Citizens Comments**

Denise Sedman – Asked questions about the Director position, Millage and Library Expansion.

Councilman Pro-tem Mike Loundeau – Thank you to Katie Dover-Taylor for attending the City's recent Strategic Planning Committee on December 5th.

## **7. Board Members Comments**

Gary Chappell – wanted to wish everyone a Merry Christmas and a Happy New Year.

James Higgins – Thanked Paula and Jennifer for their tireless efforts. This is as well as the entire Staff.

Jen Koralewski – Thanks to the Library Staff for their presence. Even though the Library was closed for a duration, Programs were still running.

## **8. Next Meeting Topics**

January 20, 2021, is the next regularly scheduled meeting

Update with the Library email's established by D. Wetterstrom

Director Search Update – Status from S. West

Minutes from Millage Study Session held on December 10, 2020

Study Session to be held on January 6, 2021, 7 pm

## **9. Adjournment**

RESOLVED, to adjourn the meeting at 7:53 pm

Motion by Jen Koralewski, supported by Gayle Nicholson

James Higgins – President

Gayle Nicholson – Vice President

Kathryn Sample – Treasurer

Gary Chappell – Secretary

Jen Koralewski – Trustee