

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

Wednesday, March 17, 2021

Via Electronic Zoom

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday, March 17, 2021, at 7:00 pm by Electronic Zoom

1. Call to Order and Rollcall

Meeting called to order at 7:02 pm by J.Higgins

MEMBERS PRESENT:

James Higgins – Remotely from Wayne County, Westland, Michigan

Gayle Nicholson – Remotely from Wayne County, Westland, Michigan

Kathryn Sample – Remotely from Wayne County, Westland, Michigan, 7:06 pm arrival

Jen Koralewski – Remotely from Wayne County, Wayne, Michigan

Gary Chappell – Remotely from Wayne County, Westland, Michigan

Member Absent:

ALSO PRESENT:

Jennifer Roth, Interim Director

Paula Scarlett, Administrative Assistant

Dan Wetterstrom, IT Department Head

Mike McNamara, Library Attorney

2. Action on Agenda

Gary Chappell would like to add an item under New Business (5a) Millage discussion

Motion by G. Chappell, supported by G. Nicholson.

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

3. Citizens Comments on Agenda items

None

4. Business

- a. Approval of minutes from the Study Session, February 23, 2021
Motion by G. Chappell, supported by J. Koralewski.

J. Higgins – Aye
G. Nicholson – Aye
G. Chappell – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

- b. Approval of minutes from the Study Session, March 9, 2021
Motion by J. Koralewski, supported by K. Sample.

J. Higgins – Aye
G. Nicholson – Aye
G. Chappell – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

- c. Approval of minutes from Regular Session, February 17, 2021
Motion by J. Koralewski, supported by G. Chappell.

J. Higgins – Aye
G. Nicholson – Aye
G. Chappell – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

- d. Approval of bills for February 2021.
Motion by K. Sample, supported by G. Chappell

J. Higgins – Aye
G. Nicholson – Aye
G. Chappell – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

i. Library Projects – Status

1. Website –This project has been put on hold.

2. Electronic Sign – The RFP will close on March 24, 2021, at 10 am. Dan will then review the proposals received at the City. Dan will suggest a recommendation at the next Board Meeting.

3. Renovation Project - no updates at this time.

4. Lockers - Working with the vendor for this project, and the original location is not suitable. Estimates will be provided at the next Board Meeting. Camera's cover the new area suggested.

5. Roof – Three quotes have been received. All are within the same ballpark approx. 300k.

6. Misc. Maintenance

- a. Lawnmower – Three quotes were obtained for the Walk-Behind Lawnmower. The Board has approved up to \$6,500 for the purchase of the lawnmower.

Motion to purchase a new walk-behind lawnmower which will not exceed \$6,500

Motion by J. Koralewski, supported by G. Chappell

J. Higgins – Aye
G. Nicholson – Aye
G. Chappell – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

- b. Replacing of the Exterior GFI, 3-Way Light Switches & Interior Light Switches
Work not to exceed \$8,000, including the hand dryer in the men's bathroom.

Motion to have electrical work per the quote from TCE, not to exceed \$8,000
Motion by G. Chappell, supported by K. Sample

- J. Higgins – Aye
- G. Nicholson – Aye
- G. Chappell – Aye
- K. Sample – Aye
- J. Koralewski – Aye

Motion Carried

- c. Back door key cards are obsolete – We looked into a FOB Entry System, along with a new intercom system. A new camera and more access to view and open the back door instead of the one location we presently have.

Motion to have the security hardware & software updated for staff entrance at the backdoor, the amount is not to exceed \$6,000.
Motion by G. Chappell, supported by J. Koralewski

- J. Higgins – Aye
- G. Nicholson – Aye
- G. Chappell – Aye
- K. Sample – Aye
- J. Koralewski – Aye

Motion Carried

- d. Redguard - upgrade of 21 fire alarm sensors throughout the building.

Motion to upgrade and replace 21 fire alarm sensors throughout the building, and not exceed the amount of \$5,000.
Motion by G. Chappell, supported by J. Koralewski

- J. Higgins – Aye
- G. Nicholson – Aye
- G. Chappell – Aye
- K. Sample – Aye

J. Koralewski – Aye

Motion Carried

e. Director Search – Status

The position of Director was offered to Jennifer Roth, starting with the agreed-upon salary and benefits package.

Motion to make Jennifer Roth the permanent Director of the William P. Faust Public Library of Westland.

Motion by G. Chappell, supported by K. Sample

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

Jennifer has accepted the position and will start the job immediately.

f. Budget – Status

Jennifer will have the total Budget to present to the Board at the April 21st meeting.

g. Friends of the Library

The Friends Shop was reopened on March 8, 2021, and closed for three days due to Covid exposure. The Friends are having a book sale during March for reading awareness month.

5. New business

a. Millage discussion

G. Chappell would like to move forward with the Millage Campaign. Michael McNamara has sent out the language for the ballot. The Board is in charge of the campaigning for the millage, not the Director of the Library. Jennifer can help but cannot be the driving force and suggested that we go on the November ballot instead of the August Ballot. The Mayor and several City Council member's seats are on the November ballot. The campaign will almost be virtual because of the closures at this time. Hopefully, if we go for the November election, more venues and events will be planned, and we can be in-person promoting in the fall. Everyone should be vaccinated by the fall if they wish. Jennifer Roth to contact Shirley for her thoughts about when we should hold the election. Kathryn Sample indicated that the language for the ballot looks good.

6. Director's Report

Katelin Smith has been promoted to Librarian I. She will be graduating from Wayne State University in December 2021; also, August Lawson has increased their hours from 25 to 36 hours per week. Instead of replacing a Library Associate position for Katelin's 32 hours, we will be posting a Librarian I position. We also have posted for a Technology Aide and a Library Assistant.

We have set up an auto-renewal feature that will send a notice out there days before the due date. Hot Spots, Stem Kits, Storytime Kits are not eligible for the Auto-Renewal feature. Physical item checkouts have increased, along with Computer usage and attendance of Youth Programs.

Jen Koralewski questioned if we feel the Storytime and other programs will continue after we are fully open. J. Roth indicated that yes, we would continue with the virtual and add more Librarians when needed, which is already in the Budget for 2021-2022.

7. Citizens Comments

Several citizens wanted to Congratulate Jennifer on her new position. The Youth staff is having 12 virtual visits with the schools of Wayne-Westland this upcoming week.

8. Board Members Comments

All Board members congratulated Jennifer on her new position and looking forward to working with her in the future.

9. Next Meeting Topics

April 21, 2021, is the next regularly scheduled meeting

Millage – Update

Misc. Maintenance (including the generator)

Budget - Update

10. Adjournment

RESOLVED, to adjourn the meeting at 8:33 pm

Motion by K. Sample, supported by G. Chappell

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried