

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

Wednesday, April 21, 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, April 21, 2021, at 7:00 pm by Electronic Zoom

**1. Call to Order and Rollcall**

Meeting called to order at 7:00 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

Jen Koralewski – Remotely from Wayne County, Westland, Michigan

Gary Chappell – Remotely from Wayne County, Westland, Michigan

**Member Absent:**

**ALSO PRESENT:**

Jennifer Roth, Director

Paula Scarlett, Administrative Assistant

Dan Wetterstrom, IT Department Head

Mike McNamara, Library Attorney

**2. Action on Agenda**

Gary Chappell would like to talk about the elements under 4e individually.

**3. Citizens Comments on Agenda items**

None

**4. Business**

- a. Approval of minutes from the Special Session, March 16, 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 Special Session, April 15, 2021  
Motion by K. Sample, supported by J. Koralewski.

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

Motion Carried

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

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

Motion Carried

- d. Approval of bills for March 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

- e. New Position -  
Separating the combined Circulation and Reference Departments  
New Department Head – Circulation

Motion to accept the updated Department Head description and edit the org chart.  
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

- f. Job Descriptions - Approval  
Updating the Department Head Positions  
Information Services is now called Adult Services  
IT, Maintenance, and Security are now under the IT/Maintenance Department

Motion to accept the amended Department Head descriptions.  
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

- g. Budget Approval  
Motion to accept the 2021–22 Library Budget  
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

h. Maintenance – Purchase Requests

All proposed items are included in this budget year.

Motion to approve eight items presented by the Library Director for the Maintenance Department

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

i. Library Projects – Status

1) Electronic Sign – Dan Wetterstrom recommends the Complete Signs LLC

Motion to accept the turnkey proposal from Complete Signs LLC

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

2), 3) & 5) Renovation Project, Generator & Roof

These are on hold for now until Plante Moran Cresa is complete with their assessment of the Library.

4) Lockers – Awaiting the additional estimates from other contractors

6) Misc. Projects – Brightview Landscaping

The Board approved the landscaping project under 4h.

j. Library Website Update (Fine Free & Minutes)

This project is paused until we can give it full attention

k. Millage Status – Love Your Library – Westland Committee

We are on the City of Westland Ballot for August 3, 2021.

Kudos to Jennifer Roth for all of her hard work in getting this onto the ballot.

We have support from the Mayor and City Council.

The Committee has chosen the Logo and Campaign name.  
The Facebook page is up and running and will keep the Board updated.

I. Friends of the Library

Trunk Book sale at St. Timothy's Lutheran Church on Saturday, May 15, 2021 (Wayne & Joy Roads) Jen Korlewski covered the update with the Millage committee, and we are looking for volunteers to help out. Kudo's to Cari Fry for the Library Liason. An alert was triggered today regarding the Friends Shop, and this was from the Orkin K9 dog. Irene was able to go through all of the weeded collections that the Library has donated.

**5. New business**

None

**6. Director's Report**

Plant Moran Cresa will be approximately \$20K. Dan is looking into a new phone system, and all new lines would have to be installed. The City Study Session is on Saturday, April 22, and needs a Board Representative to accompany her. James is not available on Saturday. Jen Koralewski volunteered.

**7. Citizens Comments**

None

**8. Board Members Comments**

Thank you - Jennifer, for all of your hard work with the City Council Meeting and the Study session to get the Millage on the August 3 Ballot.

In the future, be sure all of the proposals are accurate, and the full scope of the project is covered. (IE - Lockers)

**9. Next Meeting Topics**

April 21, 2021, is the next regularly scheduled meeting

Website

Update - Budget Study Session

Plante Moran Cresa

Maintenance Update

## **10. Adjournment**

RESOLVED, to adjourn the meeting at 8:14 pm

Motion by G. Chappell, supported by G. Nicholson

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried