

Board of Trustees Proceedings
William P. Faust Public Library of Westland
Wednesday July 21, 2021
6123 Central City Parkway, Westland, MI 48185

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday, July 21, 2020

1. Call to Order.

The meeting was called to order at 7:02 pm by Board President James Higgins

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

MEMBERS ABSENT: None

ALSO PRESENT: Jennifer Roth, Director
Michael McNamara, Library Attorney
Paula Scarlett, Administration Assistant

2. Action on Agenda

Change New Business Item (5a) Election of Officers to Business (4a), change Business Item (4a) to (4a1)

Motion by Gary Chappell, supported by Kathryn Sample
RESOLVED to amend the order of Business items.

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

Motion carried

3. Citizen Comments on Agenda Items

No Comments

4. Business

4a. Election of Officers

Board of Trustees Proceedings
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Wednesday July 21, 2021
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Election of President

Motion by Gary Chappell, supported by Kathryn Sample

RESOLVED to open nomination for Library Board President.

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

Motion carried

Kathryn Sample nominated James Higgins for President.
James Higgins accepted the nomination.

Motion by Gary Chappell, supported by Gayle Nicholson

RESOLVED to close nominations for Library Board President.

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

Motion carried

Motion by Gary Chappell, supported by Gayle Nicholson

RESOLVED to elect James Higgins Library Board President.

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

Motion carried

Board of Trustees Proceedings
William P. Faust Public Library of Westland
Wednesday July 21, 2021
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Election of Vice President

Motion by Kathryn Sample, supported by Jen Koralewski

RESOLVED to open nomination for Library Board Vice President.

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

Motion carried

James Higgins nominated Gayle Nicholson for Vice President
Gayle Nicholson accepted the nomination.

Motion by Kathryn Sample, supported by Jen Koralewski

RESOLVED to close nominations for Library Board President.

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

Motion carried

Motion by Jen Koralewski, supported by Gary Chappell

RESOLVED to elect Gayle Nicholson Library Board Vice President.

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

Motion carried

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Wednesday July 21, 2021
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Election of Treasurer

Motion by Gary Chappell, supported by Jen Koralewski

RESOLVED to open nomination for Library Board Treasurer.

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

Motion carried

Jen Koralewski nominated Kathryn Sample for Treasurer.
Kathryn Sample accepted the nomination.

Motion by Gary Chappell, supported by Gayle Nicholson

RESOLVED to close nominations for Library Board Treasurer.

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

Motion carried

Motion by Gary Chappell, supported by Gayle Nicholson

RESOLVED to elect Kathryn Sample Library Board Treasurer.

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

Motion carried

Board of Trustees Proceedings
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Wednesday July 21, 2021
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Election of Secretary

Motion by Kathryn Sample, supported by Jen Koralewski

RESOLVED to open nomination for Library Board Secretary.

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

Motion carried

James Higgins nominated Gary Chappell for Secretary.
Gary Chappell accepted the nomination.

Motion by James Higgins, supported by Kathryn Sample

RESOLVED to close nominations for Library Board Secretary.

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

Motion carried

Motion by Gayle Nicholson, supported by Jen Koralewski

RESOLVED to elect Gary Chappell Library Board Secretary.

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

Motion carried

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4a1. Approval of minutes from Regular Session, June 16, 2021
Motion by Gary Chappell, supported by Jen Koralewski

RESOLVED to Approval of minutes from Regular Session, June 16, 2021

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

Motion carried

4b. Approval of Bills for June 2021.

Motion by Kathryn Sample, supported by Gary Chappell

RESOLVED to approve June 2021 bills as presented.

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

Motion carried

4c. Budget Updates

No final 20-21 FY Budget updates. We are still receiving Invoices for the 20-21 Fiscal Year. They will be provide at the August Board Meeting.

4d. PMC Updates

Library met with PMC via Zoom on July 20. Set up the Library Open House tour for Library Patrons on August 11. Guided tours between the staff and patrons to get their input on the changes they would like implemented. PMC would like to present to the Board at the September meeting. Jennifer to get with WLND for 3 min presentation about the Open House. Similar to the one that Mayor Wild did for the Marchall Open House.

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4e. Updates for the Library

1. Lockers

Lockers are on track to be delivered. We are awaiting the actual delivery date, which should be the 3rd week in August.

2. Electric Sign

The sign is also on track to be delivered; this should be the 3rd week in August.

3. Picnic Tables & Chairs – Tables should ship on July 22. Trash cans will ship the following week. We are waiting on the confirmation of the Tables.

4. Chairs

We expect to order 55 shortly. Many chairs are original and need to be replaced.

4f. Friends of the Library

No Comments

5. New Business

a. Board Elections (Moved to 4a)

b. Sprinkler System

Brightview has accessed our 25-year-old sprinkler system, and it requires repairs. These repairs will not exceed \$5,000 for materials.

Motion by Gary Chappell, supported by Jen Koralewski

RESOLVED to approve sprinkler maintenance as presented, costl not exceed \$5,000.

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

Motion carried

Board of Trustees Proceedings
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6. Directors Report

The homebound delivery has restarted. At present, we have more drivers than Patrons in need of this service.

The Youth Department participated in the Wayne-Westland Champions Program again this year. We passed out over 200 books to kids. The Summer Reading Program is going well with the Youth Department.

Technical Services Department is in the process of hiring three new Library Aides.

Circulation has ordered a new register. Circulation is also working with Adult Services on an Outreach Program to create Library Cards.

7. Citizen's Comments

A citizen was happy to hear that we have gone fine-free. But would like to be able to check out more than seven DVDs at a time. Plymouth Library allows 30 to be checked out at a time. The Library is an essential element of the City.

8. Board Members Comments

Congratulations to Kathryn for being appointed to another five years on the Board.

Jen Koralewski is happy to see everyone at all of the Community Events around the City.

James Higgins is excited about all of the work that is completed around the Library.

9. Next Meetings Topics

Budget Update

10. Adjournment

Motion by Gary Chappell, supported by Jen Koralewski

RESOLVED to adjourn the meeting.

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Wednesday July 21, 2021
6123 Central City Parkway, Westland, MI 48185

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

Motion carried

Meeting adjourned at 7:32 pm