

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

Wednesday, September 15, 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, September 15, 2021, at 7 pm, 6123 Central City Parkway, Westland, MI 48186

1. Call to Order and Rollcall

Meeting called to order at 7 pm by James Higgins

MEMBERS PRESENT:

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

ALSO PRESENT:

Jennifer Roth, Director
Paula Scarlett, Administrative Assistant
Mike McNamara, Library Attorney
Andy Fountain, Plant Moran Cresa

2. Action on Agenda

N/A

3. Citizens Comments on Agenda items

N/A

4. Business

- a. Approval of minutes from Regular Session, August 18, 2021
Motion by Gary Chappell, supported by Jen Koralewski

J. Higgins – Aye

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

Motion Carried

- b. Approval of bills for August 2021.
Motion by Kathryn Sample, supported by Gayle Nicholson

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

Motion Carried

- c. Plante Moran Cresa (PMC) Presentation
Andy Fountain updated the Board of Trustees with their findings of the Assessment. He also provided copies of the presentation to the Board.
- d. Updates for Library
1. Lockers – These went live on September 7, 2021
We are still waiting to hear back from the vendor regarding the touch screen. It does work presently.
 2. Electric Sign – Up and running as of Saturday, September 11, 2021. Lots of position feedback from residents and Staff.
 3. Picnic Tables & Trash Cans – The tables have been assembled and placed in front of the Library on the grass. The trash cans will need to be welded and bolted to the ground.
 4. Hot Spots – We feel at this time, we have enough Hot Spots and will revisit if necessary. At the moment, we have a buffer of 23 to 25 Hot Spots available.
 5. Generator – We must have a backup generator for power outages because we are a heating and cooling center for the City. We are also a polling place for the City, State, and National elections.
- e. Friends of the Library – Lynne Hagmann
The Book Sale was a huge success this past weekend, September 9 through September 12. All books were \$.25 each many that attended gave donations above the sale price, just because they were so excited about the sale.

September is Giving Back Month, and Community Financial Credit Union volunteered to help with the Book Sale. Many that have helped in the past requested to volunteer at the Library again.

The next Book Sale will be from November 21 through November 23. After this sale, the Friends will review their process of collecting donations.

Cari Fry requested monies for the Grant for the Food & Prizes. It was approved. The Friends would also like to help with the 25th Anniversary party.

5. New Business

a. November Board Meeting Date (November 17) – Friends Book Sale November 18 – 21st, they will need to use the Meeting Rooms for set-up. We are asking to move the meeting up one week and have it on November 10. The Conference Room is too small to have the public join because of social distancing required. We will revisit this in October to see if it is necessary.

b. 25th Anniversary – Saturday, November 6, 2021

This year we will be celebrating the Library's 25th Anniversary. Plans are underway to have the event from 10 am to 2 pm. The committee is working on all of the details, and we have many ideas and are fine-tuning them. Storytimes will be from 10 am to 11 am. The program portion of the event will be from 11 am to 11:30; refreshments will be immediately following. Drummunity will perform at noon. We will have guided tours throughout the Library.

6. Directors Report

Jennifer Roth touched on the PMC report. She discussed the progress of the 25th Anniversary party.

On Election Day, November 2, the Staff will be participating in an All-Staff day event. We are renting two buses to take the Staff to five area Libraries that have been renovated. We will be providing N-95 masks to all employees.

We have been thinking about how to be fiscally responsible with the General Fund monies. Should we get a bookmobile? Open a Jefferson Barnes with a satellite location, Marshall Jr. High, if the City goes forward with the new Recreational Center? As we dive into the PMC, we are hoping to have more of an insight.

7. Citizens Comments

We have received many positive comments about the new Electronic Sign from the Patrons. Reminder we have the Blood Drive on October 5, 2021. Spots will fill up fast.

8. Board Members Comments

Gayle gave kudos for the new Kanopy database we recently started using, great to watch movies on your TV.

Gary wants to know when the movement on the Generator will happen. This issue is crucial for the City of Westland.

James Higgins is excited about the new register and handheld terminals in the Circulation Department. The Maintenance crew was able to repair the carts here at Library.

9. Next Meeting Topics

- Daily Average of Staff at the Library
- Clarity of the PMC report, List of items needed vs. wants
- Generator status, reach out to City to see if they can provide insight

10. Adjournment

RESOLVED, to adjourn the meeting at 8:18 pm

Motion by J Koralewski, supported by G Nicholson.

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried