

**Board of Trustees Proceedings**  
***William P. Faust Public Library of Westland***  
**Wednesday, October 20, 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, October 20, 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

**2. Action on Agenda**

N/A

**3. Citizens Comments on Agenda items**

N/A

**4. Business**

- a. Approval of minutes from Regular Session, September 15, 2021. With the update of removing Via Electronic Zoom and change to the Libraries physical address.

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 September 2021. Review again at the November 10, 2021 meeting. What company did we purchase the Electronic Sign? How much were the lockers? Lockers were from Florence Corporation, and the Electronic sign was from Sitto Industries.
- c. RFP for Generator  
Dan has contacted Devin Adams, and the City used Wolverine. Ed spoke with Town Center Electric.
- d. Staff count in Building  
Jennifer created a chart to show everyone the distribution of staff between Noon and 5 pm. On average,
- e. PMC  
The reports are hard to understand and make sense of; Jennifer would like PMC to come back during a Study Session and explain the document. The information may be there, but we don't know how to decipher it. It will be a different Plant Moran Team for the Study Session at 6 pm on Wednesday, November 10, 2021.
- f. 25<sup>th</sup> Anniversary Celebration  
The wheels are turning, and everything is falling into place. We have Drummunity for the entertainment. State Representative Kevin Coleman will be the Keynote Speaker. Tents, food, and decorations are ordered.
- g. November Board Meeting Date  
As previously discussed, we need the Board Meeting moved because of the Friends Book Sale, the weekend of November 19 through November 21, 2021. We will have the Plante Moran Assessment Team during the Study Session.

Motion to move the Board Meeting and have a Study session on November 10, 2021.

Motion by Jen Koralewski, supported by Kathryn Sample

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

Motion Carried

- h. Friends of the Library – Lynne Hagmann  
The Friends Group received a check from the Blue, Brews, and BBQ committee for \$450.00 for their participation in helping out at the event.

Scott Clark spoke at the Friends monthly meeting and showed everyone the new handheld credit and debit card register for the books sale. Everyone is excited about using this at the sale.

The Friends want to help out at the 25<sup>th</sup> Anniversary celebration; several members have already volunteered where needed.

The next Book Sale will be from November 19 through November 21, 2021. After this sale, the Friends will review their process of collecting donations.

## **5. New Business**

- a. Bike Station – Jennifer explained the need for this at the Library. Plymouth District Library has one. One of the staff at the Library rides his bike to work almost every day. We have many patrons who ride to the Library, and this is well worth the money it will cost.

Motion by James Higgins, supported by Gayle Nicholson

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

Motion Carried

b. Leaf Removal Service – Ed secured Brightview Landscaping. The same company did the leafs this past spring and all of our new landscaping. With only two maintenance men, it is impossible to do all of the fall clean-up themselves. Motion to approve the Leaf Removal services from Bright View, not to exceed \$8,700.00.

Motion By G Chappell, Supported by Jen Koralewski

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

Motion Carried

c. Material Challenge - Jennifer does not recommend the removal of the book. We have a policy in place — the portion of the book that the patron found upsetting does not qualify for removal.

d. Marketing position – Within the Board Packet is the new job description for the Director of Marketing position. The Union agrees that this position does not qualify to be part of the Union due to confidential information that the role involves.

## **6. Directors Report**

Lorene has been going through the Policy Handbook and bringing it up to date. She is making significant progress.

Outreach in the youth department will be close to 4,500 children in October. This Outreach includes the Malloween Trunk or Treat at Westland Mall sponsored by the City of Westland.

November 2nd, the Library is closed for the elections. The staff will have an All-Day In-Service. We have rented buses to take the team to 4 different Libraries recently been renovated or expanded. Belleville library is brand new. Everyone is welcome to join us from the Board and the Friends of the Library.

## **7. Citizens Comments**

N/A

## **8. Board Members Comments**

N/A

## **9. Next Meeting Topics**

Approval of the September & October bills

25<sup>th</sup> Anniversary Recap

PMC – Study Session

RFP for the Generator

## **10. Adjournment**

RESOLVED, to adjourn the meeting at 8:03 pm

Motion by G Nicholson, supported by Jen Koralewski.

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried