

William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, February 16, 2022
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, February 16, 2022, at 7:00 pm, 6123 Central City Parkway, Westland, MI 48186

1. Call to Order and Rollcall

Meeting called to order at 7:00 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

- 1) Add approval from Unapproved Regular Session minutes, January 19, 2022, as 4a
- 2) Add the Approval of the January bills, as 4b, renumber abc to cde
- 3) Add Friends of the Library under 4f
- 4) Add Director's Report to Agenda as Number 7,
and all others will move down one position.

3. Citizens Comments on Agenda items

N/A

4. Business

- a. Approval of minutes from Regular Session, January 19, 2022
Motion by Gary Chappell, supported by Gayle Nicholson

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

Motion Carried

b. Approval of bills for January 2022

Kathryn had a few questions regarding the bills this month. Two invoices for Plante Moran: One was for the balance of the preliminary assessment of the building expansion. One was for the Library's portion of the health care open enrollment benefits. JP Morgan's charge was for the bank fees, which outweighed the interest on the account. Is the electric bill now coming from MMRMA? Yes, this is Michigan Municipal Risk Management Authority.
Motion by Kathryn Sample, supported by Jen Koralewski

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

Motion Carried

c. PMC Contract Approval and Status

After speaking with Michael McNamara, Library Attorney, Plant Moran Cresa has submitted their revised contract.

The expansion is estimated at \$300 per square foot, or \$2.6M. The remaining \$2.1M will go towards inside improvements. PMC has strongly suggested that the Library moves out of the building for six months, which will speed up the expansion & renovation time. The estimate from start to finish is approximately 22 months.

Motion to approve PMC as the project manager for the Library expansion and renovation.
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

d. Directors Review

Gayle Nicholson will email the Library Board the evaluation for the Director after removing the goals and objectives section. This review is based on a scale system. Trustees are to make comments and not use the scale. The Director will provide goals and objectives for the 2022-23 FY. It is not necessary to include the City in this review.

The timeline for review is as follows:

February 23

- Jennifer sends review to Gayle

February 28

- Gayle to distribute Jennifer's evaluation to Board

- Gayle to send a blank evaluation form for Board to fill out

March 7

- Deadline for Board to send their responses to Gayle

March 11

- Gayle either

- o Emails compiled responses to the Board

- o Sends compiled responses to Paula to send to the Board

March 16

- Board meeting to discuss evaluation closed door, if requested

e. Budget Recap – 22-23 FY

The Board was provided the summary of the Budget. Jennifer explained where increases are needed and where we can reduce funds also.

f. Friends of the Library

The recent Book Sale brought in \$1,900; \$100 was the renewal of memberships. Gretchen Heinke from the Chamber of Commerce was able to get the Westland Uhaul to donate a truck for picking up and delivering books from Jefferson Barnes. We have a lot of new volunteers that helped out with the sale. The Friends would like to donate \$45,000 to the Library renovation. March is Reading Month, and the Friends will have special deals in the lobby for children's books.

5. New Business

a. HVAC system module

The humidifiers for the building need to be repaired or replaced. We have received quotes from Witt Mechanical for both - replacing is \$275,000, repairing is \$7,000. Maintenance feels confident that repairing is the way to go.

Motion to repair the humidifiers and not exceed the amount of \$7,000.

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. Renovation Open House

The Library will hold an Open House for the residents on March 12, 2022, from 1 to 4 pm. PMC and the architect TMP will be on hand to answer any questions in Meeting Rooms A & B.

The Department Heads met with PMC, TMP & Library Design to discuss their needs and wants for the Library.

c. May Board Meeting

Jennifer Roth will be at a conference in Boyne, Michigan, the week of May 16th. She would like to move the May Board Meeting to May 11th. Department Heads will need to have Stats and Reports turned in by May 2nd due to the tight turnaround for the Board Packet.

Motion to move the Library Board Meeting from May 18th to May 11th.

Motion by Gary Chappell, supported by Gayle Nicholson

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

Motion Carried

6. Directors Report

Jennifer is fine-tuning the 22-23 budget; the wild card is the salary line item. Negotiations will start soon with the Union for a new contract beginning on July 1, 2022.

PMC handles everything for the expansion/renovation that we spoke about earlier. The project will be turn-key, so PMC is meeting with TMP and Library Designs at this stage. I will be receiving updates.

Library Programs will now be in-person for March. We will keep an eye on the Covid-19 numbers and go back to virtual if necessary.

We are interviewing for full-time positions: Adult Services Librarian I and Maintenance Assistant I. We have also posted two part-time Library Aide positions.

7. Citizens Comments

N/A

8. Board Members Comments

Jen Koralewski recently visited Jefferson-Barnes. We have a lot of families that don't travel to the Library. So a presence at J-B will help the residents in the south quadrant of Westland. Residents are excited about the possibility of attending programs.

9. Next Meeting Topics

- Directors Review
- PMC Update & Open House
- Utility Bills
- Approval of 22-23 FY Budget
- Bike Repair Station – Update
- City Council Budget Review

10. Adjournment

RESOLVED, to adjourn the Meeting at 7:48 pm

Motion by Jen Koralewski, supported by Gayle Nicholson

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried