

Westland Public Library
Board of Trustee Minutes
Wednesday, May 8, 2019
Library Meeting Room A

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, May 8, 2019 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:03 P.M. by Gayle Nicholson

PRESENT: Gayle Nicholson-Vice President, Kathryn Sample-Treasurer, Julie Laliberte-Secretary, Gary Chappell- Trustee,
James Higgins-President-Excused

STAFF PRESENT:

Ishwar Laxminarayan- Library Director
Sherri West-Administrative Assistant
Paula Scarlet-Administrative Assistant

ALSO PRESENT:

Michael McNamara-Library Attorney
Lynne Hagmann-Friends of the Library
Katelin Smith-Technology Aide

2. Action on Agenda

None

3. Citizens Comments on Agenda Items only:

None

4. Business

- a. RESOLVED, to approve the minutes of the April 10, 2019 regular scheduled meeting as submitted

Motion by: Gary Chappell

Supported by: Kathryn Sample

Motion Approved

- b. RESOLVED, to approve the minutes of the April 10, 2019 Study Session as submitted
Motion by: Gary Chappell Supported by: Julie Laliberte
Motion Approved
- c. Approval of bills for April 2019
A motion to approve bills from April 2019 as submitted.
Motion by: Kathryn Sample Supported by: Gary Chappell
Motion Approved
- d. 2018-2019 Budget update
Information concerning the 2018-2019 budget to the April 30, 2019 date. As reported the library has received 94% of the revenue to date. Expenses are at 74%. So the budget over all is in good shape. Proposing some budget line adjustments that will not change the overall projected budget. Last Monday the 2019-2020 budget was presented. On June 3, 2019 the City Council will vote to approve the final budget for the coming 2019-2020 Budget year.
- e. National Library Week breakfast
Ishwar opened the floor for comments about the National Library Week breakfast the library hosted at city hall. Comments such as "It was great! Excellent, I would say it was a complete success." The Friends of the Library received several memberships at their table including one lifetime membership. Ishwar stated that "We do plan to make this an annual event and it leaves a wonderful image of our library." Thank you once again to The Friends of the Library for their donation to pay for the food. Kathryn she would hope that we get to see the bookmobile.
- f. Friends of the Library
Lynne Hagmann the secretary of the Friends of the Library shared that last week's book sale netted them \$1,862.38. And the most expensive item sold for 25¢. At that cost they sold at least 7,500 items in one weekend. There was a big line out to the door on preview day. They collected 15 new memberships that day also.
Ishwar asked Lynne to tell the Friends "Thank you again for everything you do for us."

5. New Business

a. Budget adjustments for 2018-2019

A motion to approve the recommended budget adjustments for the 2018-2019 budget year.

Motion: Gary Chappell

Supported: Kathryn Sample

Motion Approved

b. Payroll and timekeeping software

A motion to approve the change in payroll vendor to ADP

Motion: Kathryn Sample

Support: Julie Laliberte

Motion Approved

6. Director's Report

Ishwar shared a few photos of the Library Board from the National Library Week Breakfast. The Library is testing a new trial program for patrons with hearing aids. Jennifer Roth has taken on additional job responsibilities. She has taken in the Circulation Department while she continues to supervise Adult Services. The new Technical Services Department has begun to transition to Ingram a new book vendor. These books will arrive already cataloged and processed and ready for immediate shelving. The staff are exploring the idea of a Lucky Day Collection. These would be most popular titles that cannot be placed on hold. It is only available for immediate checkout if it is on that shelf. These items would have a shorter loan period and a higher fine rate. This creates instant gratification. Youth Services Department hosted Battle of the Books. There were 10 teams from the local high schools. They were to read 5 selected books and be ready for a trivia style game. We have hired a new teen Services Librarian. She is waiting for transcripts to arrive then she will start immediately.

7. Citizens Comments

None

8. Board Member Comments

Kathryn Sample said "Thank you to the Friends of the Library and staff for the National Library Week Breakfast"

9. Next meeting topics

- Dates for 2019 Library Board Meetings
- Job Descriptions for approval
- 2019-2020 Budget update

10. Adjournment

RESOLVED, to adjourn meeting at 7:30 P.M.

Motion by: Gary Chappell

Supported by: Julie Laliberte

Motion Approved