

Westland Public Library
Board of Trustee Study session
Wednesday, May 8, 2019
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 6:00 P.M. by Gayle Nicholson

Roll Call: James Higgins-President-Excused, Gayle Nicholson-Vice President, Gary Chappell, Julie Lilaberte, Kathryn Sample-

STAFF PRESENT:

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

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Business

a. 2018-2019 Budget update

Ishwar reviewed the current budget lines as of the end of April 2019. He explained that the library continues to be over budget mostly in the Overtime line. This is due to shortage in staff. There is an applicant being hired very soon. So he will be requesting a transfer of funds into this budget line. The Healthcare insurance line was predicted to also go over budget and a request was approved back in January 2019. However, the healthcare line looks as if it will be around what was originally budget. There is a request to increase Community Promotions to cover added expenses in the programming this past year. Projecting Repair and Maintenance budget line to exceed the budget amount by \$16,500 due to unexpected maintenance and mechanical expenses. There will be no net change of the overall budget approved on January 9, 2019. All other budget lines are expected to be on target.

4. New Business

a. Future board meeting dates

The Library administration staff are asking the library trustees to consider moving the monthly meeting dates from the second Wednesday to the third Wednesday. Starting with the July 2019 fiscal year that is to be approved in the June meeting. The reasoning is when meetings are close to the first of the month the financial documents are not available from the city in time to include the reports into the board packet so that trustees can review the expenses. No decision for action today. Trustees were asked to consider this change and place it under consideration.

b. Financial statements for April 2019

The financial reports were handed out to the board at the beginning of the meeting tonight because they were not provided and available to report until this afternoon.

c. Budget adjustments for 2018-2019

Explanation of the actual budget adjustments Ishwar expects to present for trustee approval at the regular session. Reducing funds from Fringe benefits and Office supply budget lines totaling \$37,500. Returning the funds to much needed budgets. Increasing the Overtime, Maintenance Repair & Services lines. The results will not change the net amount adjusted on January 9, 2019.

d. Payroll and Timekeeping software

The current payroll vendor Paycor that the library uses has failed to meet our needs and are overcharging the library fees that are not acceptable. Administrative staff have met with three payroll vendors to review options and costs involved. They have chosen ADP as the vendor of choice. Paula Scarlett from the library Administrative staff explained what options are available for employer and employee from ADP. This includes payroll services, HR Services including HR Help Desk to assist with the Library Handbook, writing policies, job descriptions, etc. There is also a Legal service available for HR questions. Upon approval at the regular trustee session this process will begin immediately with the first payroll implemented on Monday, May 13, 2019

5. Citizens comments

None

6. Board Member Comments

None

7. Adjournment

RESOLVED, to adjourn meeting at 6:58 P.M.

Motion by: Gary Chappell

Supported by: Julie Laliberte