

William P. Faust Public Library of Westland
Board of Trustee Minutes
Wednesday, June 19, 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, June 19, 2019 at 6123 Central City Parkway, Westland, Michigan 48185 in Meeting Room A

1. Call to Order and Attendance

Meeting called to order at 7:00 P.M. by James Higgins

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

STAFF PRESENT: Ishwar Laxminarayan – Director, Sherri West -Administrative Assistant and Alexis Tharp-SEIU staff representative

ALSO PRESENT: Michael McNamara-Library Attorney

2. Action on Agenda

None

3. Citizens Comments on Agenda Items only:

None

4. Business

a. Approval of minutes from May 8, 2019 Regular Board Meeting

Motion by: Gary Chappell

Support by: Gayle Nicholson

Motion Approved

b. Approval of minutes from May 8, 2019 Study Session

Motion by: Gary Chappell

Support by: Gayle Nicholson

Motion Approved

c. Approval of Bills from May 2019

Motion by: Kathryn Sample

Support by: Gary Chappell

Motion Approved

d. 2019/2020 Budget update

Ishwar reported that the City's 2019-2020 fiscal year budget (incorporating the library's annual budget) was approved by City Council with a vote of 5 to 2. Trustees will begin to see the new budget amounts in the July 2019 financial statements.

e. Friends of the Library

Lynne Haggman the secretary to the Friends of the Westland Library gave an update on the Friend's activities for the next few weeks. They will be at the Farmers Market on July 18, 2019 (Kids Day at the Market) and will be giving away free books to the kids. The Lobby sales are still quite successful. July will feature Teen hard cover fiction for 10 cents a book.

The Friends still need help with processing incoming donations because the existing volunteers are all in their eighties and it has become too much for them to manage without help. Ishwar shared that the Library Aides will be assisting with unloading the donations bin and putting the carts of books into the heaters a couple days a week before the Friends arrived.

5. New Business

a. Dates for 2019-2020 Library Board Meetings

Motion by: Gayle Nicholson

Supported by: Kathryn Sample

Library administration recommends that trustees consider moving the board meetings to the third Wednesday of each month beginning July 17, 2019 to ensure that the most current monthly financial statements are included in their board packets.

Motion Approved

b. All Day Strategic Planning Session-August 6, 2019

Motion by: Kathryn Sample

Supported by: Gayle Nicholson

Ishwar announced that the library is planning an All Staff Day on August 6, 2019 to provide an overview of the library and budget priorities for 2019-2020. He is requesting that we close the library that day to the public to allow all staff to attend. He also invited all trustees to attend if their schedules permitted.

Motion Approved

- c. Budget Adjustments for 2018-2019 as discussed in study session.

Line # 704-Overtime. Ishwar is requesting an additional \$4,000 due to the maintenance department being understaffed. Our administration staff also had to work several additional hours during the transition to the new payroll system. He anticipates that the Salaries line will stay on budget for the year.

Line#-715.003-Fringe Benefits After several months of trending on budget, we noticed that this line was getting very close to being over budget for the year. We surmise that this may be because of the Unemployment charges that have been charged to this line instead of 715.010. We are checking with the City's Finance Office, but in the meantime are requesting a budget adjustment of \$4,323 since it is so close to the end of the year.

Total budget adjustments requested: \$8,323.

Motion by: Gary Chappell

Supported by: Julie Laliberte

Motion Approved

6. Director's Report

Saturday June 15, 2019 was the kick off for Summer Reading Program . The youth department was allowed to pass out flyers this year to the schools that resulted in the high turnout. Three staff members are going to Washington D.C for the American Library Association Annual conference.

The library has now transitioned from Brodart to Ingram as the new collections vendor that also provides processing and cataloging services. We have hired a Teen librarian named Nicole Sype and a new Maintenance Assistant Arron Hirkey. Several local politicians will be hosting community meet & greets or coffee hours at the library starting this fall.

7. Citizens Comments in General

Reference Librarian Alexis Tharp introduced herself to the trustees as the treasurer of the SEIU staff local union.

8. Board Member Comments

Gayle Nicholson announced that the music for the All American Cruise is being sponsored by the library. She reminded everyone that Touch a Truck will be held on June 25, 2019.

Gary Chappell wished to welcome Nicole and Arron to the Library team. He feels that library statistics are beginning to show an upward turn. He asked everyone to watch the political scene closely as he has heard that state funding for libraries was likely to be cut.

9. Next meeting topics

Friends of the Library

Election of Officers

Performance evaluation for the director discussion at the Study Session. Actual review during the regular trustee meeting.

10. Adjournment

RESOLVED, to adjourn meeting at 7:43 P.M.

Motion by: Gary Chappell

Support by: Julie Laliberte

Motion Approved