

William P Faust Public Library of Westland  
6123 Central City Parkway  
Board of Trustee Minutes  
Wednesday, September 18, 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, September 18, 2019  
Study Session for September 18, 2019 -Cancelled

1. Call to Order and Attendance

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

MEMBERS PRESENT: James Higgins, Gayle Nicholson, Kathryn Sample, Gary Chappell, Julie Laliberte-Absent (Notified the director)

Trustees present for quorum

STAFF PRESENT: Ishwar Laxminarayan-Director, Sherri West-Administrative Assistant, Katie Dover-Taylor

ALSO PRESENT: Michael McNamara-Library Attorney, Lynne Hagmann –Secretary to the Friends of the Westland Library

2. Action on Agenda

None

3. Citizens Comments on Agenda Items only:

None

4. Business

a. RESOLVED, to approve the minutes of the August 21, 2019 regular board meeting as submitted.

Motion by: Gary Chappell

Supported by: Gayle Nicholson

Motion approved

b. RESOLVED, to approve the minutes of the August 21, 2019 Study Session

Motion by: Gary Chappell

Supported by: Gayle Nicholson

Motion approved

- c. Motion to approve bills for August 2019 as submitted

Motion by: Katherine Sample

Supported by: Gary Chappell

Motion approved

Trustee Chappell and Sample questioned the high electricity bill in August and another expense in the Maintenance line. Ishwar will clarify these amounts.

- d. Friends of the Library

Lynne Haggmann the secretary of the Friends of the Westland library reported that the September 2019 book sale earned a profit of just under \$2,300 dollars. She thanked us for the use of the library's credit card machine The Friends were approached by Community Choice Credit Union who is interested in providing volunteers to "Give Back" to the community. 3 to 4 of their employees have started coming in 2 or 3 days a week to help with the Friends with the incoming donations. The week starting on October 21, 2019 is National Friends of the Library Week and our group will be hosting the Westland Chamber of Commerce Coffee Connection on October 22, 2019 from 8:00 AM-9:00 AM. The Lobby Sale for September/October is hardcover fiction books for sale at .25 cents. A member of the friends group who is also a member at the Livonia library asked to exchange each library's book sale calendars. He also gave them the phone number of a person who comes and purchases books by the box and makes a donation to the organization. On this sale we were able to give up approximately 100 boxes of excess fiction titles and he donated \$160.00. They scan them and then donate them to charitable organizations who need them.

- e. Proposed phone upgrade

A memo from the IT department head at the library is recommending that the library upgrade its current phone system at the approximate cost of \$8,000. Ishwar has asked for more specific details from the City of Westland. Once he is given a final cost he will then come back to the board for a final decision. We would also take into consideration any changes in the library layout following the Library Journal Design Institute.

- f. Library Journal Design Institute

The library applied to be a candidate in the Library Journal Design Institute. Westland is one of six libraries in the country selected to be represented in the Institute. There expect around 150 architects, space designers and librarians to attend who will be placed into breakout sessions to discuss design challenges presented by the six libraries.

Our application was based on suggestions s that were generated during our All Staff In-Service Day in August 2019. Our purpose is to transform the Westland Library to meet the needs in the 21<sup>st</sup> century. We have met with the architect assigned to our project and have decided to present a blank slate to the attendees who will then come up with specific ideas.

Jennifer Roth and Caryn Bartone will be traveling to Austin, Texas to participate in the Institute. The library will then take a look at the suggestions generated during the Institute and determine next steps.

g. New Business

None

h. Director's Report

As the library is coming up on the renewal of its voter approved millage in the near future, we need to begin the process of educating ourselves on the dos and don'ts of levy campaigns. Ishwar has contacted Shirley Bruursema from the Kent District Library to speak to the staff, Friends and trustees concerning these subjects. Shirley has a 99% success rate with libraries that have used her advice. The plan is that she will be present on November 5, 2019 during the All Staff In-Service Day. This is an election day and the staff will be meeting off site since the library will be closed. Several staff are attending the MLA Conference in Novi, Michigan in October. The library received very nice letters from folks using our meeting space. United States Representative Rashida Tlaib hosted a coffee hour to a packed house. Wayne County Commissioner Glenn Anderson and State Representative Kevin Coleman also hosted a Community Coffee hour for about 50 citizens attending. Ishwar was introduced to the City of Westland's grant writer who has already started sending some ideas for the library. Her services are available at no cost to the library.

7. Citizens Comments in General

Lynne Hagmann reminded the trustees that the Friends have some funds available for a potential expansion of their space if we were to move forward with any changes following the Design Institute. As a side note, Ishwar said the Friends of the Library can also contribute to the campaign fund for the future millage.

Katie Dover-Taylor was present to thank Ishwar for reversing his decision to reduce the hours of the Library Aides. And thankful that he listened to their concerns. Congratulations to Ishwar and whoever helped prepare the application for the Library Journal Design Institute. She requested that the application be shared with the staff at some time in the future.

Katie also said that she was looking forward to receiving the updated job descriptions for the staff. Ishwar explained that the drafts will be available soon for discussion with supervisors as part of the performance evaluation process.

8. Board Member Comments

Gayle Nicholson offered help to the Friends of the Library for the Chamber meeting if she is needed.

9. Next meeting topics

- Friends of the Library
- Update on Library Journal Design Institute
- Update on phone upgrade

10. Adjournment

RESOLVED, to adjourn meeting at 7:40 P.M.

Motion by: Gary Chappell

Supported by: Gayle Nicholson

Motion approved