

**William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, March 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, March 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
Gary Chappell – Aye

Member Absent:

Jen Koralewski (Excused)

ALSO PRESENT:

Jennifer Roth, Director
Paula Scarlett, Administrative Assistant
Mike McNamara, Library Attorney

2. Action on Agenda

Add the following items to the Business (Item 4, under d)

- d1) Glass Window Tinting – Michigan Glass Coatings
- d2) Boiler Cleaning – Witt Mechanical

Motion to add two items under agenda item 2. Business under Library Updates (d.)

Motion by Gary Chappell, supported by Gayle Nicholson

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

Motion Carried

3. Citizens' Comments on Agenda items

N/A

4. Business

- a. Approval of Minutes from Regular Session, February 16, 2022
Motion by G Chappell, supported by Kathryn Sample

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

Motion Carried

- b. Approval of bills for February 2022
Motion by K Sample, supported by G Chappell

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

Motion Carried

- c. Utility Bills (See Spreadsheet)
Confirmed that MMRMA is the vendor for the City Electric bills

- d. Bike Repair Station – Update
Due to the high costs of materials, the cost of the Bike station has increased.
Motion for Bike Station not to exceed \$2,200.00
Motion by G Chappell, supported by G Nicholson

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

Motion Carried

d1. Glass Window Tint

The exterior windows of the building have a one-way Privacy Mirror on them. Michigan Glass Coatings has a proposal for the interior Admin Office, IT Server Office, Circulation Office is for the amount of \$1971.00

Motion for Interior windows for the three offices not to exceed \$2,000.00

Motion by G Chappell, supported by G Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

Motion Carried

d2. Boiler Cleaning – Witt Mechanical

Routinely the boilers need to be thoroughly cleaned. This process happens on a regular schedule of every five years. Maintaining the cleanings gives the boilers ten to fifteen additional years of life.

Motion to have the boilers cleaner but not to exceed \$6,500.00

Motion by G Chappell, supported by G Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

Motion Carried

e. PMC Update & Open House

We didn't have a great turnout, but Gayle was at the Health Expo at Westland Mall and spoke to patrons about library expansion. Reps from PMC & TMP were at the open house to answer questions. Paul Wills was not in attendance.

f. Approval of Budget – 22-23 FY

The Board reviewed the proposed budget that the director, Jennifer Roth, presented.

Motion by K Sample, supported by G Chappell

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye
K. Sample – Aye

Motion Carried

g. Friends of the Library

Lynne Hagmann updated the Board about the donations they have been receiving. And let them know that they will start taking donations daily in April. The Fire Department utility vehicle has been repaired, so they will be able to use it again going forward for Book Sales. The next Book Sale will be held from April 29 through May 1. The Preview Sale will be held on April 28.

h. Director's Review

Jennifer requested a Closed Session for her review.

Motion to close the Meeting (7:20 pm)

Motion by G Chappell, supported by K Sample

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

Motion Carried

When the Closed session was completed, all the Patrons were allowed back into the Regular Meeting.

A motion was made to re-open the Regular Meeting (8:02 pm)

Motion by G Chappell, supported by G. Nicholson

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

Motion Carried

5. New Business

a. City Council Study Session Budget Review

Jennifer will need a member of the Board of Trustees to accompany her to the City Council Study Session.

James Higgins indicated that he would be able to attend with Jennifer on April 9th.

6. Directors Report

- Union talks have started with both units. The present contract ends on June 30, 2022
- Adult Services and the Youth Department programs are now back to in-person.
- Some of the Hot Spots at the Library have been turned off because they are not being used. When necessary, they will be turned back on by the need of the Patrons. Most likely, they will be in more significant demand during the summer months.
- The outside lockers have been temperamental during the recent snow and rainstorms. Before purchasing, it was asked if a cover needed to be installed to protect from the elements. The response that was given was no. It was not necessary.

7. Citizens Comments

N/A

8. Board Members Comments

Gary asked more about the lockers and if they were made for Michigan Winters. The Florence Company has been very responsive and has not charged for any repairs.

9. Next Meeting Topics

- City Council Budget - Update
- Directors Review

10. Adjournment

RESOLVED, to adjourn the Meeting at 8:13 pm
Motion by G Nicholson, supported by K Sample

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

Motion Carried