

**William P. Faust Public Library of Westland  
Board of Trustee Regular Meeting, Wednesday, March 8, 2023  
35100 Bayview, Westland, Michigan 48186**

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland  
was held on Wednesday, March 8, 2023, at 7:00 pm,  
at 35100 Bayview, Westland, MI 48186

**1. Call to Order and Rollcall**

The meeting called to order at 7 pm by James Higgins

**MEMBERS PRESENT:**

James Higgins – Aye  
Gayle Nicholson - Aye  
Jen Koralewski – Aye  
Kathryn Sample – Aye  
Gary Chappell – Aye

**ALSO PRESENT:**

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

**2. Action on Agenda**

N/A

**3. Citizens' Comments on Agenda Items**

N/A

**4. Business**

**a. Approval of Minutes from Regular Meeting, November 16, 2022**

Motion to pass the gravel to Gayle Nicholson from James Higgins to gain control for voting purchases.

Motion by J Koralewski, Supported by G Chappell

James Higgins – Aye  
Gayle Nicholson – Aye

Jen Koralewski – Aye  
Kathryn Sample – Aye  
Gary Chappell – Aye

Motion carried.

Motion to pass the Regular Meeting Minutes for November 16, 2022  
Motion by G Chappell, Supported by J Higgins

James Higgins – Aye  
Gayle Nicholson – Aye  
Jen Koralewski – Abstain  
Kathryn Sample – Abstain  
Gary Chappell – Aye

Motion carried.

Motion to pass the gravel back to James Higgins from Gayle Nicholson for the remainder of the meeting.

Motion by J Koralewski, Supported by G Chappell

James Higgins – Aye  
Gayle Nicholson – Aye  
Jen Koralewski – Aye  
Kathryn Sample – Aye  
Gary Chappell – Aye

**b. Approval of Bills for November 2022**

Motion by J Koralewski, Supported by K Sample

James Higgins – Aye  
Gayle Nicholson – Aye  
Jen Koralewski – Aye  
Kathryn Sample – Aye  
Gary Chappell – Aye

Motion carried.

**c. Approval of Bills for December 2022**

Motion by K Sample, Supported by J Koralewski

James Higgins – Aye  
Gayle Nicholson – Aye  
Jen Koralewski – Aye  
Kathryn Sample – Aye  
Gary Chappell – Aye

Motion carried.

**d. Approval of Bills for January 2023**

Motion by J Koralewski, Supported by G Chappell

James Higgins – Aye  
Gayle Nicholson – Aye  
Jen Koralewski – Aye  
Kathryn Sample – Aye  
Gary Chappell – Aye

Motion carried.

**e. Approval of Bills for February 2023**

Gary questioned the 722.790.000-695-000 line items within the financials.  
Approval with more explanation at the April Meeting on this topic.  
Motion by G Chappell, Supported by K Sample

James Higgins – Aye  
Gayle Nicholson – Aye  
Jen Koralewski – Aye  
Kathryn Sample – Aye  
Gary Chappell – Aye

Motion carried.

**f. Move – Updates**

We Moved! Great job to the entire staff.

**g. Dailey Construction – Updates**

Construction is on track for the timeline updates. The ceiling has been removed for the sound barrier that will be installed. Teen and Youth walls are up, and the new addition will all be enclosed by the end of the week. The finishings and furniture have been approved.

## **h. Friends of the Library – Lynne Hagmann**

We will have a Book Sale from May 4 to May 7, 2023, here at the Marshall Building. The next Book Sale will be back in the Faust Library in November.

The Friends sponsored the Grand Opening of the temporary Library at the Marshall School. Donuts, Coffee, and Hot Chocolate were offered daily during the Grand Opening Celebration. This was held the week of February 13 through February 17, 2023.

Summer Reading Program t-shirts for the staff were purchased through Friends, also.

## **5. New Business**

### **a. Opening/Closing Dates**

Library Design helped with the moving of contents of the Faust Library to the Marshall location. We are planning on closing the Marshall building on July 30, 2023.

The staff will load and unload the books to return to Faust. Library Design will disassemble the shelving, move it back, and assemble it. This task was all completed by the staff when we moved to Marshall.

The staff will return to Faust in mid-September and open to the public at the beginning of October.

### **b. PTO Staff**

With all of the help that the staff provided in moving to Marshall, we propose three PTO days based on the hours of each person on the team. These hours will need to be used by June 30, 2023.

Motion to approve three additional PTO days for each person on the staff, based on the hours that they work (30%)

Motion by J Koralewski, Supported by G Chappell

James Higgins – Aye

Gayle Nicholson – Aye

Jen Koralewski – Aye

Kathryn Sample – Aye

Gary Chappell – Aye

Motion carried.

c. 2022 Budget Addendum

Jennifer provided spreadsheets explaining the 22-23 Budget Addendum needed for the end of this fiscal year 22-23. After presenting the changes necessary, a vote was required.

Motion to make necessary changes to the present 22-23 Fiscal Budget.

Motion by K Sample, Supported by G Chappell

James Higgins – Aye

Gayle Nicholson – Aye

Jen Koralewski – Aye

Kathryn Sample – Aye

Gary Chappell – Aye

Motion carried.

d. 2023-24 Budget

Motion to accept the new 23-24 Fiscal Year Budget, as discussed.

Motion by G Chappell, Supported by K Sample

James Higgins – Aye

Gayle Nicholson – Aye

Jen Koralewski – Aye

Kathryn Sample – Aye

Gary Chappell – Aye

Motion carried.

e. Air & Water Reports

Reports were given to the Board for review.

**6. Directors Report**

We had a soft opening of the Marshall/Westland Library on January 23, 2023. Daily attendance at Faust was between 700 to 1,000. Since opening at Marshall, the average has been around 200 patrons daily. We have a lot of new residents that have signed up for Library Cards.

Programming has resumed at Marshall, and we are receiving a lot of compliments about the building and how we have it set up.

The new logo has been chosen for the Library.

The web designer, Juicebox, has regular meetings with the staff. They are starting on the foundation of the website.

## **7. Citizens' Comments**

A few residents are very impressed with the transformation of Marshall! Shout out to the staff for the murals and teamwork to make this move happen.

And a huge thank you to the Friends for the donuts/coffee hours during grand opening week.

## **8. Board Member Comments**

G Nicholson is sad that we must leave the murals here at Marshall when we return to Faust.

G Chappell wanted to wish all the women a Happy International Women's Day! And he has only heard praise from residents about our temporary location.

## **9. Next Meeting Topics**

Construction – Updates

Billing Questions on February Financials

## **10. Adjournment**

Resolved to adjourn the meeting at 7:48 pm

Motion by G Nicholson, Supported by J Koralewski

James Higgins – Aye

Gayle Nicholson – Aye

Jen Koralewski – Aye

Kathryn Sample – Aye

Gary Chappell – Aye

Motion carried