

**William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, May 17, 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, May 17, 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
Kathryn Sample – Aye

Excused:

Gary Chappell
Jen Koralewski

ALSO PRESENT:

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

2. Action on Agenda

James Higgins acknowledged Trustee Gary Chappell has stepped down from his position on the Library Board. Gary has served the community well, and we wish him the best in the coming years.

3. Citizens' Comments on Agenda Items

N/A

4. Business

a. Approval of Minutes from Regular Meeting, April 19, 2023

Motion to pass the Regular Meeting Minutes for April 19, 2023
Motion by G Nicholson, Supported by K Sample

James Higgins – Aye
Gayle Nicholson – Aye
Kathryn Sample – Aye

Motion carried.

b. Approval of Bills for April 2023

Motion by K Sample, Supported by G Nicholson

James Higgins – Aye
Gayle Nicholson – Aye
Kathryn Sample – Aye

Motion carried.

c. Dailey Construction - Updates

Jennifer indicated that our contingency budget is dwindling. We started with \$150,000, and we are now at \$34,000. We are on target for completion. (see timeline)

d. Marshall A/C Update

Paula has called a few companies to get estimates for the repair of the A/C at Marshall School. The A/C is a top priority to ensure the heat and the humidity in the coming months do not ruin the collection.

Motion to approve the repair of the existing A/C at Marshall School not to exceed \$70,000.
Motion by K Sample, Supported by G Nicholson

James Higgins – Aye
Gayle Nicholson – Aye
Kathryn Sample – Aye

Motion carried.

The Library Attorney has been asked to look into our lease with the City regarding whom is responsible for this repair.

e. August & September Board Meetings

J Smith from the Mayor's office has confirmed we can use one of the ballrooms for our August & September meetings. The exact location is yet to be confirmed.

f. Directors Review

G Nicholson will be the point person on this process. Below to the schedule:

May 21, 2023 - The Directors Review Document was to be in the hands of the other Board members. (This document was to be housed in Google Drive.)

May 25, 2023 – All information was to be back to Gayle.

June 2, 2023 – All Comments from each Board Member are to be combined in one document by Gayle.

June 5, 2023 – Dispense final document for all the Board to review.

g. Friends of the Library

The Book Sale went well and raised \$1,270.90. We are missing the stands for the tables to indicate the different categories during the Book Sales. We were able to use the lockers this time. Cari made the signs.

Thank you for the use of the "Magic Room" in the small gym to store our boxes and now our books until we move back to Faust.

We will not have a Board Meeting in July, but we will resume in August.

5. New Business

a. Insurance Claim

We filed an insurance claim on the Faust Library through MMRMA for the March 18, 2023, power surge.

6. Directors Report

We are gearing up for the Summer Reading Programs.

The staff had the opportunity to tour the Faust Library at the beginning of May. Renovations are going smoothly and on track.

7. Citizens' Comments

N/A

8. Board Member Comments

Upcoming events at the Library that G Nicholson is excited about 1) The Touch-A-Truck, June 27. The Shred Day will be held on June 3, 2023. Thank you, Gary, for your 5+ years serving on the Library Board.

9. Next Meeting Topics

- a. Marshall A/C - Update
- b. Directors Review
- c. Collection Policy
- d. Dailey Construcion - Update

10. Adjournment

Resolved to adjourn the meeting at 7:41 pm
Motion by G Nicholson, Supported by K Sample

James Higgins – Aye
Gayle Nicholson – Aye
Kathryn Sample – Aye

Motion carried