

Board of Trustees Proceedings
William P. Faust Public Library of Westland
Wednesday June 21, 2023

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday June 21, 2023, at 7:00 p.m. at 35100 Bayview, Westland, MI 48186.

The meeting was called to order at 7:00 P.M. by Board President James Higgins.

MEMBERS PRESENT: Patricia Doline, James Higgins, Jen Koralewski, Gayle Nicholson, Kathryn Sample

MEMBERS ABSENT: None

ALSO PRESENT: Library Director Jennifer Roth,
Library Attorney Michael McNamara,

1. Call to Order and Attendance

Call to Order at 7:00 P.M.

Patricia Doline, James Higgins, Jen Koralewski, Gayle Nicholson, Kathryn Sample

2. Action on Agenda

None

3. Citizen's Comments on Agenda Items

None

4. Business

a. The Board welcomed Patricia Doline to the Library Board.

b. Approval of Minutes from May 17, 2023 Study Session.

Motion by Nicholson, supported by K Sample.

RESOLVED to approve May 17, 2023 Study Session minutes.

Higgins-Aye
Nicholson-Aye
Doline-Abstain

Board of Trustees Proceedings
William P. Faust Public Library of Westland
Wednesday June 21, 2023

Sample-Aye
Koralewski-Abstain

Motion carried.

c. Approval of Bills for May 2023.

Motion by K Sample, supported by J Koralewski.

RESOLVED to approve May 2023 bills as presented.

Higgins-Aye
Nicholson-Aye
Doline-Aye
Koralewski-Aye
Sample-Aye

Motion carried

d. Collection Development Policy - Approved

A copy of the proposed Material Selection Policy was reviewed.
Motion by J Koralewski, supported by G Nicholson

RESOLVED to approve the Material Selection Policy as presented.

Higgins-Aye
Nicholson-Aye
Doline-Aye
Koralewski-Aye
Sample-Aye

Motion carried

e. Dailey Construction Update

- Construction is on schedule;
- Sprinkler systems is being installed;
- The walls and ceiling are done;
- Flooring will be installed the week after 4th of July and,
- Library will close July 29th – to move back.

Board of Trustees Proceedings
William P. Faust Public Library of Westland
Wednesday June 21, 2023

f. Marshall Air Conditioning Update

- Paula figured out Johnson Controls worked on school buildings;
- Johnson Controls had micro fiche of plans;
- 1 unit running at 30% - shored up – will not die;
- Cost of \$21,000;
- Tank for water condensation is causing a leak in the hallway; and,
- Johnson Controls work is charged at school rate of \$125/hour vs. \$350/hour

g. Insurance claim – Update

- Insurance claim was accepted and paid by insurance;
- Red Guard invoices x 2 – paid \$52k; and,
- Deductible of \$1,000 was paid by the Library.

h. August/September meetings –

- Will be held in Meeting Room A at City Hall
36300 Warren Road, Westland

i. Friends of the Library

- Lynne Hagmann is the liaison to the Library Board- Farmers Market kids day;
- Last year – invested \$50,000 in a CD – Friends will donate \$50,000 check to the Library; and,
- \$11,500 is the request in 2023-24 budget – for food, prizes were approve by the Friends.

j. Director Review – Director requested a closed session.

Motion by G Nicholson, supported by J Koralewski.

RESOLVED to move into closed session for the Director’s Review.

Higgins-Aye
Doline-Aye
Nicholson-Aye
Koralewski-Aye
Sample-Aye

Motion carried – (Meeting moved into closed session at 7:19 p.m.)

Board of Trustees Proceedings
William P. Faust Public Library of Westland
Wednesday June 21, 2023

k. The Library Board conducted the Director’s Review.

Motion by G Nicholson, supported by J Koralewski.

RESOLVED to exit closed session.

Higgins-Aye
Doline-Aye
Koralewski-Aye
Nicholson-Aye
Sample-Aye

Motion carried. (Meeting returned in open session at 7:54 pm.)

I. Director Review

Motion by G Nicholson, supported by P Doline.

RESOLVED to approve a salary increase to \$100,000 for the Director.

Higgins-Aye
Doline-Aye
Koralewski-Aye
Nicholson-Aye
Sample-Aye

Motion carried.

5. New Business

a. 2023-2024 Library Board meetings and closure dates:

G Nicholson – December board meeting date – Dec 13th;
July 19th – at Marshall Center;
August – City Hall; and
September – City Hall.

Motion by Nicholson, supported by Koralewski

RESOLVED to approve meeting dates for July 2023 through June 2024 with the proposed changes.

Higgins-Aye
Doline-Aye
Koralewski-Aye

Board of Trustees Proceedings
William P. Faust Public Library of Westland
Wednesday June 21, 2023

Nicholson-Aye
Sample-Aye

a. Administrative Staff Wages

The administrative staff /nonunion classification
Director proposes 3% increase for administrative staff

Motion by G Nicholson, supported by K Sample

RESOLVED to approve a 3% raise for the administrative staff

Higgins-Aye
Koralewski-Aye
Doline-Aye
Nicholson-Aye
Sample-Aye

Motion carried

b. Operating Library Budget 2022-2023;

\$35,000 to upgrade cable will be in the next fiscal year; and
Dan Block from the City of Westland states the utilities at Marshall
have not been billed yet.

6. Director's Report

- Patrons love the Marshall Center and its location;
- At the Farmer's Market a woman commented on the need for a branch of the Library;
- Think about brands and mobile book;
- Summer reading program is well under way;
- Foot traffic has increased; and
- Tent in the courtyard – 20x30 – has been successful and the Library should consider purchasing a tent next year.

7. Citizen Comments

Cari Fry – stated it was too bad the Marshall Center is not being made into a community center since it is now painted and cleaned up. She has patrons that

Board of Trustees Proceedings
William P. Faust Public Library of Westland
Wednesday June 21, 2023

did not go the Central City Parkway location. She thanked the Board for taking care of the Director.

8. Board Member Comments

J Koralewski – Would like to see collaboration with Wayne library since it is so close now;

G Nicholson – Touch a truck June 27th at Marshall; and,

J Higgins – Welcome Pat Doline to the Library Board

9. Next Meeting Topics

-Officer elections

-Construction update

8. Adjournment

Motion by G Nicholson, supported by J Koralewski

RESOLVED to adjourn the meeting.

Nicholson-Aye

Koralewski-Aye

Higgins-Aye

Doline-Aye

Sample-Aye

Motion carried

Meeting adjourned at 8:23 P.M.