

**William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, December 13, 2023
6123 Central City Parkway, Westland, Michigan 48185**

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland
was held on Wednesday, December 13, 2023, at 7:00 pm,
at 6123 Central City Parkway, Westland, MI 48185

1. Call to Order and Rollcall

The meeting was called to order at 7 pm by James Higgins

MEMBERS PRESENT:

James Higgins – Aye
Gayle Nicholson - Aye
Kathryn Sample – Aye
Jen Koralewski – Aye
Pat Doline – Aye

ALSO PRESENT:

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

2. Action on Agenda

J Roth has asked that items c & d under Business switch places on the Agenda.

3. Citizens' Comments on Agenda Items

N/A

4. Business

a. Approval of Minutes from Regular Session, November 15, 2023

Motion to pass the Regular Meeting Minutes for November 15, 2023

Motion by P Doline, Supported by G Nicholson

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

Pat Doline – Aye

Motion carried.

b. Approval of Bills for November 2023

Motion by K Sample, Supported by G Nicholson

James Higgins – Aye

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Abstain

Pat Doline – Aye

Motion carried.

c. Website & Branding – Update Overview of the Project

The new website deadline is now in the spring of 2024. The branding is almost complete but will be rolled out upon completion of the website.

d. Overview of the Project

We have received the last three bills from the Dailey Company, TMP Architecture & Library Design. TMP will sign off in the spring when a few minor repairs must be completed from the punch list.

e. End-of-Year Financials

Reviewed the final summary of the 22-23 Financials with the Board.

f. Friends of the Library

N/A

5. New Business

a. Sound Masking

Additional masking is needed in some of the meeting rooms and offices. We await the final numbers but expect it to be \$13,000 at most. Motion to approve the updated sound masking as needed, not to exceed \$13,000.

Motion by J Koralewski, Supported by G Nicholson

James Higgins – Aye

Gayle Nicholson – Aye
Kathryn Sample – Aye
Jen Koralewski – Aye
Pat Doline – Aye

Motion carried.

b. Election Days

The City of Westland will have three additional election days in 2024. The Library is a polling precinct. These are unpaid days for the staff per the Union contract. If necessary, the staff can work with their supervisors to make up their hours.

Election Days

Special Primary Election - **January 30, 2024** (for State Representative in 25th District ONLY)

Presidential Primary Election - **February 27, 2024**

Special General Election - **April 16, 2024** (for State Representative in 25th District ONLY)

Motion to close the Library on the following days: January 30, 2024, February 27, 2024, and April 16, 2024, for special election days to the Library calendar.

Motion by Jen Koralewski, Supported by G Nicholson

James Higgins – Aye
Gayle Nicholson – Aye
Kathryn Sample – Aye
Jen Koralewski – Aye
Pat Doline – Aye

Motion carried.

c. Meeting Room Policy

A new policy has been written for the meeting rooms. Patrons will have to sign the policy agreement when using them. Agreements will also be in each of the meeting rooms.

Motion by Jen Koralewski, Supported by P Doline

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

Jen Koralewski – Aye
Pat Doline – Aye

Motion carried.

6. **Directors Report**

The Staff, Friends of the Library, and the Library Board received shirts with the new logo embroidered.

7. **Citizens' Comments**

N/A

8. **Board Member Comments**

K Sample wanted to confirm that the Staff would not be paid for the additional election days in this calendar year.

P Doline likes the new atomics clocks throughout the library.

9. **Next Meeting Topics**

10. **Adjournment**

Resolved to adjourn the meeting at 7:45 pm
Motion by P Doline, Supported by K Sample

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

Motion carried