

**William P. Faust Public Library of Westland  
Board of Trustee Regular Meeting, Wednesday, February 21, 2024  
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, February 21, 2024, 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**

Amend the Agenda with the following changes:

Move 4e. End of the Year Financials – 4. Business to 5f. 23-24 Budget – New Business  
Move 4f to 4e Friends of the Library – 4. Business  
Add 5e. Patio Furniture – 5. New Business  
Add 5f. 24-25 Budget – 5. New Business

Motion to approve the changes to the February 21, 2024 Agenda as indicated above.  
Motion by P Doline, Supported by K Sample

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

Motion Carried.

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

A resident was happy to see that meeting rooms can be scheduled online. He also suggests that the general fund paid to the City should be removed or reduced.

**4. Business**

**a. Approval of Minutes from Regular Session, December 13, 2023**

Motion to pass the Regular Meeting Minutes for December 13, 2023

Motion by J Koralewski, Supported by P Doline

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

Motion carried.

**b. Approval of Bills for December 2023**

Motion to pass the bills for December 2023.

Motion by K Sample, Supported by J Koralewski

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

Motion carried.

**c. Approval of Bills for January 2024**

Motion to pass the bills for January 2024.

Motion by K Sample, Supported by G Nicholson

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

Motion carried.

#### **d. Website & Branding – Update**

Katie has spoken to the vendor weekly for updates, with the last report that should be adding content this week. The performance of this company is very disappointing. We believed a team was working on the website, but only one person has been creating it. The calendar and programming pages are complete. We have sent the new branding to the printer. (Letterhead, business cards, notecards, etc.)

#### **e. Friends of the Library**

Last week, the "new" Friends tote bags were ordered. The Friends chose red. The membership with the Chamber of Commerce was renewed. The Friends will attend the Farmer's Market in July and hand out kid's books for free, and in September, the Friends will be part of the Fall Fest at Tattan Park. The Friends are not ready to open the donation bin full-time, although they have a steady stream. The Friends have approved a \$11,500 donation to the Library for Food and Prizes. The Book Sale in November yielded approx. \$2,000.00

### **5. New Business**

#### **a. Policy Updates**

Updating the Policy Handbook is an ongoing process. Loren has been working on it for 1.5 years. Sherri will also start working on it. She will be separating the policies, and the procedures. The Board must approve the policies. The leadership team will approve procedures.

#### **b. Strategic Planning**

J Roth has reached out to several other libraries regarding their strategic plans. This process could cost anywhere from \$16,000 to \$120,000. Because of the estimated cost, we would put a formal bid out through the City. It would be open for three weeks, and Devon Adams would oversee the process. Our estimated cost is \$20,000 to \$30,000. M McNamara will give J Roth the previous Strategic Planning.

#### **c. TBS equipment**

We want to replace the old change machines for the stand-alone copiers with new towers that accept coins and bills. The cost should not exceed \$6,200.

Motion to purchase new coin & bill towers for the stand-alone copiers (2) in the Library, not to exceed \$6,200.00.

Motion by P Doline, supported by G Nicholson.

James Higgins – Aye  
Gayle Nicholson – Aye

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

Motion carried.

**d. Awnings for staff entrance & book lockers**

The staff entrance and the lockers need an awning so patrons and staff don't get soaked when entering the building or picking up books. Cost not to exceed \$4,000.

Motion to purchase awnings for the staff entrance and the book lockers not to exceed \$4,000.  
Motion by J Koralewski, supported by P Doline

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

Motion carried.

**e. Patio Furniture**

Purchase furniture for the new outdoor space between the existing building and the new expansion. All furniture would be foldable and easy to store. Not to exceed \$15,000, and this would be a 23-24 fiscal year purchase.

Motion to purchase outdoor furniture this fiscal year, not to exceed \$15,000.  
Motion by J Korakewski, supported by P Doline

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

Motion carried.

**f. 23-24 Budget**

Board to review the current budget 23-24 Fiscal Year.  
J Roth provided line-by-line details to date and requests to amend the current budget.

Motion to amend the current 23-24 budget as indicated by J Roth.  
Motion by K Sample, supported by J Koralewski

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

Motion carried.

#### **g. 24-25 Budget**

J Roth explained the 24-25 proposed budget and called out some critical items for the Board to be aware of and approve.

Motion to approve the 24-25 Budget presented by J Roth.

Motion by P Doline, supported by J Koralewski

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

Motion carried.

#### **6. Directors Report**

Patrons love the new expansion and look of the Library. We have had increased attendance at all of the programs. We have two high schoolers working with the Youth Department. We must also fill 15 more hours in the Information Services/Computer area.

#### **7. Citizens' Comments**

Residents had thoughts about the new patio furniture and how it would be prevented from being stolen. It is disheartening that the website hasn't been completed after two years. Has anyone contacted the new mayor to discuss their charges to the Library?

#### **8. Board Member Comments**

J Koralewski loves the hustle and buzz within the Library. It's nice to see positive comments and people enjoying the Library. P Doline finds the staff very helpful. Has anyone contacted the new mayor to discuss their charges to the Library?

#### **9. Next Meeting Topics**

Website update  
Parking lot update  
Strategic Planning  
Policy updates

**10. Adjournment**

Resolved to adjourn the meeting at 7:58 pm  
Motion by G Nicholson, Supported by P Doline

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

Motion carried