

**William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, March 20, 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, March 20, 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

Add to New Business 5b. Augmentative and Alternative Communication Boards

3. Citizens' Comments on Agenda Items

N/A

4. Business

a. Approval of Minutes from Regular Session, February 21, 2024

Motion to pass the Regular Meeting Minutes for February 21, 2024

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.

b. Approval of Bills for February 2024

Motion to pass the bills for February 2024.

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. Website & Branding – Update

Good News! It was previously reported that only 5% of the website had been worked on.

Now, it is 95% complete. The website team has a meeting on Thursday, March 21, 2024. The launch is to come soon.

d. Parking Lot & Awnings

Ed is still looking into parking lot quotes. The awnings quote was for plexiglass, not canvas; these were not to our liking, so we are having them requoted.

e. Strategic Planning

D Adams is out of the office until April 1, 2024. We would like to wait until then to send out the RFP. The RFP is open for 21 days and will close after the regularly scheduled board meeting. Motion to move the April 17, 2024, Board Meeting to April 24, 2024.

Motion by G Nicholson, Supported by P Doline

James Higgins – Aye

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Pat Doline – Aye

Motion carried.

f. Policy Updates

To update our procedures and policy manuals, we need to revise the language and descriptions to make them more current. Any approved policies will be attached to the minutes of the meeting where they were approved. Motion to approve Section 5d, page 4 of the current Library Policy Manual that was presented on March 20, 2024.

Motion by G Nicholson, Supported by J Koralewski

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

Motion carried.

g. Friends of the Library

The Friends group has found volunteers to help out three to four times a week. At the moment, there are three full carts of books waiting to be scanned by a seller. They are also planning to have monthly specials. April's special will be focused on religion, and May will have large-print paperbacks on sale.

The Mother of All Book Sale is back, and it's bigger than ever. This sale was popular in both 2018 and 2019. All books will be sold for \$0.25 or less, and CDs and DVDs will be sold for \$0.50.

The Friends group donated books to the Magic of Reading Children's Book event, which was sponsored by WDIV and MascoTech. During the event, Jason Colthrop from WDIV interviewed Lynne Haggman. Over 9,000 books were collected, which is amazing!

5. New Business

a. Patron Behavior and Library Usage

This policy has been updated due to a need at this time. The director has made the board aware of a situation presently happening. New policy attached.

b. Augmentative and Alternative Communication Boards

Jen Koralewski introduced a flyer and would like to have the youth and circulation departments start having these available to the patrons. AAC devices are a way to communicate with persons with difficulties communicating using speech. Tattan Park has a large interactive board for residents and visitors.

6. Directors Report

J Roth has ordered the patio furniture for the new outdoor patron area. We purchased hexagon tables and a charging station. The city found solar benches, so we will contact them. The benches cost approximately \$500 - \$700 each.

We have installed the new signage for departments and areas around the library. We used a local sign company on Wayne Rd. Spectacular signs did a fantastic job matching our desired color. Remember to look up for these signs. The new TBS machines will be delivered on Thursday.

7. Citizens' Comments

N/A

8. Board Member Comments

P Doline loves the new library card and how the music cd's are now being displayed.

9. Next Meeting Topics

AAC Updates

Rebids on the parking lot & awnings

Stategic Planning RFP

Website - Update

10. Adjournment

Resolved to adjourn the meeting at 8:11 pm

Motion by P Doline, Supported by J Koralewski

James Higgins – Aye

Gayle Nicholson – Aye

Kathryn Sample – Aye

Pat Doline – Aye

Motion carried

D. Loan Terms

1. Loan Periods

2. Item Limits and Restrictions

3. Renewals

4. Notifications

5. Item Value Limit

D1. Loan Periods

One week: CDs, DVDs, magazines, CDs, and video games

Two weeks: Hotspots, Literacy Kits, Library of Things, New Materials, STEM kits, Storytime Kits

Three weeks: Audiobooks, Vox Books, and Books

Six weeks: Book club in a bag

D1a. Extended Loan Periods

Library patrons who will be away on an extended trip, and whose items would normally come due, can get an extended loan at the Library's discretion, for up to 60 days.

- Renewals on extended loans will be at the discretion of the staff.
- Items owned for less than one year cannot have an extended loan.
- No more than 10 items may be borrowed for an extended loan period.
- Extended loans will not be given to library patrons who have any overdue materials or owe or fees.

D2. Item Limits and Restrictions

Hotspots: restricted to Adult Westland Library Card holders, limit one per card at a time

Library of Things: restricted to Adult Westland Library Card holders, limit two per card at a time

Test books, video games, STEM kits, Storytime kits and Literacy Kits: limit of three per card at a time.

D3. Renewal Policy

Patrons are responsible for renewing their items and knowing when they are due. All items* eligible for renewal will be automatically renewed twice. Items are renewable by patrons by telephone, online and text.

*Items ineligible for automatic renewal: Book club books in a bag, Library of Things Items, Hotspots, MelCat (Interloan), STEM kits, Storytime kits, Subscription boxes, and items that have a request or hold on them.

D3a. MelCat (ILL) Renewals Policy

- Melcat books and audiobooks have one manual renewal.
- Melcat books and audiobooks can be renewed seven days before the due date and up to six days after the due date.
- Melcat Music CDs and DVDs are not renewable.
- Delinquent Melcat items will receive a \$100.00 default fee on the delinquent item which will be adjusted to the item's proper amount by the loaning library

According to Michigan Electronic catalog rules, a Claims Returned status must not be put on MelCat materials. The borrowing library is responsible for items its patrons claim to have returned. No updates will be made in MeLCat until the lending library has been contacted to determine if the item has been

received. Claims returned items will be treated as overdue or lost in MelCat, if the items cannot be located.

D4. Notifications

There are four different ways to be notified by the Westland Public Library regarding circulation matters:

Phone - notify patrons when holds are ready for pick up. There are no other notifications sent by phone. Westland Public Library staff do not make phone calls about overdue materials.

Email – notify patrons when items are renewed and when holds are ready to pick up from the library. Emails about unreturned items will be sent from a collection agency.

Text Messaging – notify patrons about overdue items, items that need to be renewed, and holds that are ready to pick up. Texting allows patrons to renew items and provides a list of items checked out, including a list of materials that cannot be renewed.

Standard Mail – only sent from the Unique Collection Agency for overdue items.

D5. Item Value Limit

Patrons will be limited to a \$1,500.00 maximum value (or 99 items, whichever is less) for all collection items checked out at a single time to a single patron.

Update approved by the Board April 24, 2024

E. Delinquent Library Patrons

1. Revocation of Library Privileges

2. Restoration of Library Privileges

E1. Revocation of Library Privileges

Library patrons with replacement fees are delinquent, and their circulation and online access privileges are suspended. The patron cannot use their library card.

E2. Restoration of Library Privileges

To restore their library privileges, delinquent library patrons must return the overdue items and pay the associated fees or pay for their replacement (see F.2 Payments for accepted payments).

Update approved by the Board April 24, 2024

F. Overdue and Unreturned Items

- 1. Overdue and Unreturned Items Fees**
- 2. Claims returned for Unreturned Items**
- 3. Payments**
- 4. Returned Checks**

F1. Overdue and Unreturned Items Fees

There are no daily accrued fines for overdue items. However, items returned after 45 days will incur a \$10 collection fee per item to the patron. Items not returned to the library will incur a \$10 collection fee per item plus the replacement cost of the items.

Patrons are responsible for checking their accounts to know when their items are due. As a courtesy, late and overdue notices are sent out via email and text messages.

Fines accrued on MelCat items will be waived once the delinquent item has been returned.

F2. Claims Returned

If a patron is confident an item has been returned but cannot be located, that item may be declared "Claims Returned" after steps to locate the item have been exhausted. Once an item has been labeled "Claims returned," all replacement costs will be waived for the item. Patrons are limited to one "Claims returned" item per 12 months. If a second occurrence happens in a 12-month period from the first claims returned, the patron will be responsible for paying the Replacement Fees and all fees incurred on the patron's account.

F3. Payment Methods

The Westland Public Library accepts credit cards, debit cards, tap-to-pay services, and cash as payment. The Westland Library does not take cryptocurrency for fees and expenses. The patron's identity must be verified and patrons must have a valid driver's license or valid identification card when using a credit/debit Card. Patrons can send a check in the mail to pay a replacement fee.

F4. Returned Check Policy

When a patron's check is not honored by the institution upon which it is drawn, the City of Westland and Westland Library charge the following fees:

- The cost of the check will be due and payable.
- A \$45.00 returned check fee to cover bank charges.
- A \$10.00 administrative expense fee will be charged.
- Any patron with three (3) checks returned for non-sufficient funds will no longer be permitted to use personal checks as payment.

Update approved by the Board April 24, 2024

G. Michigan Library Privacy Act

1. Records Protected by the Michigan Privacy Act

2. Authority for Policy

3. Library Privacy Act Amendment - 1996 PA 188 (parental/legal guardian rights)

It is the policy of the William P. Faust Public Library of Westland to preserve the privacy of circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the library shall be released or disclosed only as provided for herein.

Library staff shall not release library records to any person other than the patron named in the record (i.e., the library card holder). The Michigan Library Privacy Act prohibits disclosure to all third parties, including parents or other persons who have signed to accept financial responsibility for the card holder.

G1. Records Protected by the Michigan Privacy Act

The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 391.603). A "library record" is defined in the statute as "a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific materials from a library." "Library record" does not include non-identifying materials such as circulation statistics.

G2. Authority for Policy

The authority for this policy is the Michigan Privacy Act, 1982 Public Act 455, MC 397.601 - 397.605 and 1998 Public Act 7. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Michigan Freedom of Information Act (MCL 397.603 and MCL 15.243 (1) (a) and (d)).

G3. Library Privacy Act Amendment - 1996 PA 188 (parental/legal guardian rights)

Interpretation:

Public Act 188 of 1996 amends the Michigan Library Privacy Act. The Act permits disclosure of library records if the library receives "written consent of the person liable for payment for or return of the materials identified in that library record" MLC 397.603(2). If a parent or legal guardian signs to accept legal responsibility for return of his or her child's library materials and to accept financial responsibility for that child's library fines and other charges, the parent or guardian may authorize the disclosure of that child's library records.

What does this boil down to in real life? If parents come into your library and want to know what books their children have checked out, library staff may give the titles to the parents IF:

(1) the parent signs to accept responsibility for his or her child's library "debts," AND

(2) the parent signs a disclosure form giving consent on behalf of the child for the release of the child's library records. (It is also a good idea to have the parent verify that he or she actually is the child's parent or legal guardian.)

The Library Privacy Act indicated that the form of “written consent” is to be determined by the library. Following is a sample form for written consent for disclosure of a minor child’s library records to a parent or guardian. Your library board may wish to adopt this form or a similar form and have it handy at the circulation desk.

Update approved by the Board April 24, 2024

H. Confidentiality Policy: Disclosure of Patron Registration Information

- 1. Registration Records**
- 2. Notification of the Library Director**
- 3. Action by the Library Director**
- 4. Requests for Library Records**
- 5. Court Order for Release of Library Records**
- 6. Authority for Policy**

It is the policy of the William P. Faust Public Library of Westland to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the library shall be released or disclosed only as provided herein.

All patron registration information shall be treated by the staff of the William P. Faust Public Library of Westland as confidential, including name, address, phone number, and any other information provided on the patron's registration form. This policy also prohibits disclosure of whether or not a person has a library card.

H1. Registration Records

This policy defines "registration records" as any information gathered from the patron on the library card registration form (name, address, phone number, etc.). This policy does not cover library circulation records protected by the Michigan Library Privacy Act. For information on nondisclosure of those records, see Privacy Policy.

H2. Notification of the Library Director

Any employee of the William P. Faust Public Library of Westland who receives a request, or is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.

H3. Action by the Library Director

The Library Director, in a timely manner, shall review all requests and orders, consult with the library's attorney, as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, 1976 Public Act 442, being MCL 15.231, et seq.

H4. Requests for Library Records

The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Director has received the written consent to such release or disclosure from the persons identified in the records. Patron registration information is considered by the library board to be "information of a personal nature where public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.231, et seq.

H5. Court Order for Release of Library Records

The Library Director shall comply fully with a court order to release or disclose library records if that court order was properly obtained under Section 3 (2) of the Library Privacy Act (MCL 397.603).

H6. Authority for Policy

The authority for this policy is the Michigan Privacy Act, 1982 Public Act 455, MC 397.601 - 397.605 and 1998 Public Act 7. Library records protected by the Michigan Privacy Act are exempt from disclosure under the Michigan Freedom of Information Act (MCL 397.603 and MCL 15.243 (1)(a) and (d)).

Update approved by the Board April 24, 2024