

**William P. Faust Public Library of Westland  
Board of Trustee Regular Meeting, Wednesday, April 24, 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, April 24, 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  
Brandon Grysko, Library Attorney

**2. Action on Agenda**

N/A

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

N/A

**4. Business**

**a. Approval of Minutes from Regular Session, March 20, 2024**

Motion to pass the Regular Meeting Minutes for 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.

**b. Approval of Bills for March 2024**

Motion to pass the bills for March 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**

Next Tuesday, April 30, the website goes live! They are quickly getting everything is up to speed. 90-95% is completed.

**d. Parking Lot & Awnings**

Both are on hold at this time. Pricing is coming in higher than expected.

**e. Strategic Planning**

We received nine bids in total. Five bids were within range. Fast Forward Libraries was highly recommended with a bid of \$28,800. Library IQ was good but not chosen.

**f. Policy Updates**

Lorene has been updating and separating policy & procedures. The Library Board will approve all policies, and the staff will approve procedures. The majority of the changes are procedures. P Doline wanted to know if we keep a record of all checked-out items. No, we do not. Motion to approve the Library Policies by the Library Board and staff to approve all procedures.

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.

**g. Patron behavior and usage**

The Library will continue to monitor behaviors and usage.

**h. AAC (Augmentative and Alternate Communication) – Update**

Lorene has provided samples that her staff have created. J Koralewski suggested they have a separate sheet for the youth department. The sheets will be at all service desks, along with dry-erase markers.

**i. Friends of the Library**

The Mother of All Book Sales will be held May 2 through May 5. As always, the preview for Friends Members will be on Thursday from 3 to 6 pm. All books will cost \$0.25, and CDs and DVDs will be \$0.50. Looking back, these are usually the most profitable sales ever.

Three Friends members attended a Zoom meeting hosted by the State of Michigan Friends of the Library. Lynne said it was very informative about the material challenges they face. At the end of the meeting, there was a questions and answers forum, but they lost the internet connection at the Library.

**5. New Business**

**a. Budget amendment**

Jennifer provided two invoices that should be under the Capital Outlay/Building, as they are part of the original/amended scope. 1) Thermostats throughout the Library are outdated, and wireless does not communicate with the heating and cooling system. The hard-wired thermostats will communicate. 2) Plante Moran gave us an invoice we did not expect in March 2024 for \$47,300.00. It's in the Professional Services line item but should be under the Capital Outlay/Building category.

Motion to request using \$73,000 from the fund balance for the Johnston Controls thermostat project and the Plante Moran invoice. Both items will be categorized under the Capital Outlay/Building.

Motion by J Koralewski, Supported by J Higgins

James Higgins – Aye  
Gayle Nicholson – Aye

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

Motion carried.

**b. Thermostat upgrade throughout the Library**

(See 5a. for explanation)

**c. Guidelines for library programs**

Katie Dover-Taylor asked if we had guidelines for programs. This request comes on the heels of the recent Compassion & Choices: Making the Right End-of-Life Decisions for You program. 11 patrons showed up, but how do we handle the social media bashing when we are just trying to inform people? (attachment provided)

**d. Library Director review**

G Nicholson will create a Google Doc and send the link to the Board. This process will be better than combining different Excel sheets from each member.

**6. Directors Report**

On Saturday, April 20, J Roth and J Higgins attended the Westland City Council study session for the 24-25 Library budget. The council asked about adding additional branches and if we would possibly add collaborative efforts. James added kudos to Jennifer and the Library staff. All of the new patio has arrived and assembled. Please check it out when you have a moment. The signs we purchased for the different areas have been installed. Remember to look up.

**7. Citizens' Comments**

N/A

**8. Board Member Comments**

Mike L from the staff brought in 7 or 8 telescopes for the patrons and staff to look through for the eclipse. It was an excellent turnout for both programs.

J Koralewski loved all of the youth activities for Reading Month in March. Flat Stanley was great!

## **9. Next Meeting Topics**

- Directors Review
- Strategic Planning - Update
- AAC – Youth template
- Thermostat update
- Website update
- Policy update

## **10. Adjournment**

Resolved to adjourn the meeting at 7:59 pm

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