

**William P. Faust Public Library of Westland  
Board of Trustee Regular Meeting, Wednesday, May 15th, 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, May 15th, 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**

N/A

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

Patron recommends that the Board revisit the General Fund expense, which the Library pays the City for its services.

**4. Business**

**a. Approval of Minutes from Regular Session, April 24th, 2024**

Motion to pass the Regular Meeting Minutes for April 24th, 2024  
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.

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

Motion to pass the bills for April 2024.

Motion by K Sample, Supported by P Doline

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

Motion carried.

**c. Website & Branding – Update**

It's Complete!

**d. Strategic Planning**

After receiving approval from the Board in April, J Roth interviewed the top two contenders for the Strategic Plan company. Fast Forward Libraries was initially chosen, but Library IQ was selected as the final vendor. Library IQ is a much better fit for WPL. The second meeting was held today. The staff is very excited about this company and the process. They will have a website and survey created for patrons and the community to give feedback by June 1st, 2024

**e. Thermostats - Update**

Shout out to Scott Clark for stepping up and learning about the HVAC. Johnson Controls has started the prep work for the new hardwired thermostats. Significant temperature differences throughout the building: 62 degrees in the Director's office, and the work area is 78 degrees.

**f. Policy Updates**

No updates at this time.

**g. Patron behavior and usage**

The Patron who disturbed others has not been back at the Library since April.

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

More information will be updated next month. Cari hasn't been able to work on this yet.

**i. Director Review - Update**

J Koralewski was able to create the Google Doc, which is a working document that everyone can see and critique. Part 1 is for the Director to fill in, and Part 2 is for the Board members to give their input. J Roth will complete her portion by Friday, May 17th, 2024. The Board will discuss the review at the June 12th meeting.

**j. Friends of the Library**

N/A – Lynne is not able to attend

**5. New Business**

**a. Patron Incident**

An email was sent to staff and the Board regarding a Patron becoming physical with our security guard and a Westland Police officer. Both will be pressing charges against the Patron. The Patron has been banned from returning to the Library. Pictures have been given to the staff and security. The Patron was not a regular at the Library and was believed to be under the influence of drugs. He was taken to the hospital by the Westland Police.

**b. Legal Counsel at Board Meeting**

It has been decided that legal representation is not needed at every Board meeting. The law firm of Fausome & Gysko will still be on retainer and called when contract negotiations start. M McNamara will attend several meetings in the fall to transition to a new lawyer who will represent the Library if and when needed. We wish Mike the best in his next chapter as he pursues the soon-to-be position for the vacancy of 18<sup>th</sup> District Judge.

**6. Directors Report**

Today, Wayne State University offered CPR and Narcan Training to the staff and security at the Library. Two 1-hour sessions were held. Many commented that it was beneficial and grateful for the free training.

## **7. Citizens' Comments**

A resident thanked the Board for the excellent renovation and expansion. The Library is a linchpin for the City. They also wanted to know if the Library was covered under the City retainer with Fausome & Grysko. We let him know that we are separate from the City and pay our lawyer fees.

## **8. Board Member Comments**

They confirmed the next Board meeting was on June 12<sup>th</sup> due to the Juneteenth holiday.

## **9. Next Meeting Topics**

- Directors Review
- Strategic Plan
- Policy Updates
- AAC – Youth
- Update on HVAC & thermostats

## **10. Adjournment**

Resolved to adjourn the meeting at 7:37 pm

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