

**William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, June 12, 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, June 12, 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 Gayle Nicholson

MEMBERS PRESENT:

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

Excused Absence: James Higgins

ALSO PRESENT:

Jennifer Roth, Director
Paula Scarlett, Administrative Assistant

1. Action on Agenda

Add 5c. Increase Board Member's Pay
Motion to add 5c. Increase Board Member's Pay
Motion by K. Sample, Supported by J Koralewski

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

Motion carried.

2. Citizens' Comments on Agenda Items

Councilman Wishart wanted to support raising the Board member's pay per meeting from \$60.00 to \$100. This pay increase will follow suit with the raise the City council just received,

3. Business

a. Approval of Minutes from Regular Session, May 15, 2024

Motion to pass the Regular Meeting Minutes for May 15, 2024

Motion by J Koralewski, Supported by P Doline

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Pat Doline – Aye

Motion carried.

b. Approval of Bills for May 2024

Motion to pass the bills for May 2024.

Motion by K Sample, Supported by J Koralewski

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Pat Doline – Aye

Motion carried.

c. Strategic Planning – Update

Library IQ is moving along quickly. The website is up and running. URL and QR code have been created. Cari will push the educator survey again due to low responses. On July 16 & 17, Library IQ will be on site for sessions with patrons, businesses, and the Library Board. We will give away three raffles for \$100 gift cards for completed surveys. The drawing will be held on August 15, 2024. A special session will be held on July 17 for the Library Board & Friends Forum. The QR code is to be put on the bottom of all receipts.

d. HVAC & Thermostats - Update

The AC is now working wonderfully throughout the building. Once all of the hardwired thermostats are installed, we shouldn't have any problems.

e. Policy Updates

Jennifer is working with Sherri and Lorene as they continue to update the policies and procedures. There is nothing new to be presented tonight.

f. AAC - Youth

This youth document is to help challenged youths/teens. It will help by pointing to pictures if they cannot communicate through speech. Suggestions for the AAC sheets – put the basic commands on the front side of the sheet.

Circ is also updating their sheet, but they have not yet begun to offer this to patrons. One suggestion is to speak with Pascal for additional information. Also, signage should be posted around the Library to inform patrons that ESL, ASL, and AAC help is available.

g. Friends of the Library

July Lobby sale will feature biographies for \$0.50. The August lobby sale will feature \$0.25 to \$0.50 educational books. The Friends will be at the Farmers Market on July 18th. They will use wagons to pass out books at the Farmer's Market. The next Book Sale will be in September. The Friends need volunteers to help out in the shop and the sales. Katelin might be able to help with the new volunteers. At this time, they will keep the same hours for the donations.

h. Director Review – Update

Jennifer Roth requested a closed session for her Directors review. The closed session started at 7:26 pm.

Motion to close the session for the duration of the directors' review.

Motion by K Sample, Supported by J Koralewski

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Pat Doline – Aye

Motion carried.

The reopening of the session started at 8:22 pm.

Motion to reopen the session. The Board gave J Roth a 4% raise.

Motion by K Sample, Supported by J Koralewski

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Pat Doline – Aye

Motion carried.

5. New Business

a. 24-2025 Library Board Meetings and Closure Dates

Motion to accept the 24-25 Board meeting and the holiday schedules.

Motion to accept the 24-25 FY board meeting & holiday closure schedules.

Motion by K Sample, Supported by J Koralewski

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Pat Doline – Aye

Motion carried.

b. Administrative Staff wages

Motion to accept the 3% raise for the two administrative assistants for the 24-25 FY.

Motion by P Doline, Supported by K Sample

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Pat Doline – Aye

Motion carried.

c. Increase Board Members Pay

Motion to increase the Board member's pay per meeting from \$60 to \$100 to match the City Council increase.

Motion by J Koralewski, Supported by P Doline

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Aye

Pat Doline – Aye

Motion carried.

6. Directors Report

N/A

7. Citizens' Comments

Are the Westland residents whose families attend Livonia schools part of the Strategic Plan overview? We have about 3,000 children that fit this scenario.

Concerned about the closed session for the Director's review, I should have a say and be able to hear and see what is going on as a resident. He will check with the city lawyer to proceed correctly. Also, the postcards for the Strategic Plan should be left at the City Council meetings to get the word out to more residents.

8. Board Member Comments

J Koralewski attended the Youth SRP kick-off with her son, and they had a great time. Kudos to Miss Claire for handling the inside with computer questions. It's fantastic that they all work together as a team. There were lots of stations & events outside of the Library for the kick-off.

9. Next Meeting Topics

Strategic Plan - Update
AAC Update – Youth, Circ, and Adult

10. Adjournment

Resolved to adjourn the meeting at 8:33 pm
Motion by J Koralewski, Supported by P Doline

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

Motion carried