

**William P. Faust Public Library of Westland**  
**Board of Trustee Regular Meeting, Wednesday, December 15, 2021**  
**6123 Central City Parkway, Westland, MI 48185**  
**REVISED**

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday, December 15, 2021, at 7:05 pm, 6123 Central City Parkway, Westland, MI 48186

**1. Call to Order and Rollcall**

Meeting called to order at 7:05 pm by James Higgins

**MEMBERS PRESENT:**

James Higgins – Aye

Gayle Nicholson – Aye

Kathryn Sample – Aye

Jen Koralewski – Remotely from Wayne County, Wayne, Michigan

Gary Chappell – Aye

**ALSO PRESENT:**

Jennifer Roth, Director

Paula Scarlett, Administrative Assistant

Mike McNamara, 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, October 2021  
Motion by Gary Chappell, supported by Gayle Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

- b. Approval of bills for September 2021.  
Provided the backup of the Lockers (Florence Corp.) and the Sign (Sitto Industries) that Gary questioned.

Motion by Kathryn Sample, supported by Gary Chappell

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

- c. Approval of bills for October 2021  
Motion by Kathryn Sample, supported by Gary Chappell

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

- d. Approval of bills for November 2021  
Motion by Kathryn Sample, supported by Gary Chappell

J. Higgins – Aye  
G. Nicholson – Aye  
G. Chappell – Aye  
K. Sample – Aye  
J. Koralewski – Aye

Motion Carried

e. RFP for Generator

Motion to open discussion for a generator for the Library.

Motion by Gary Chappell, supported by Gayle Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

Table discussion for the generator until we have more information on the expansion of the Library.

Motion to close the discussion for the generator for the Library.

Motion by Gary Chappell, supported by Kathryn Sample

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

f. 25<sup>th</sup> Anniversary Recap

The front door count was 857 on Saturday, November 6, 2021. This number does not include all residents and guests who entered through the courtyard doors. We may have 600+ people walk through our doors on a typical Wednesday. It was a great turnout, and Jennifer heard many accolades. Another Library Director reached out to Jennifer to let her know that it was a fantastic party.

g. Marketing Position

We haven't received many qualified applications. One hundred applied, we reached out to six people, and only one person interviewed and declined the offer. In six months, we will post again.

- h. Friends of the Library – Lynne Hagmann  
Although Lynne had to leave early, she wanted everyone to know that on January 3<sup>rd</sup>, the Friends will be doing a soft open for book donations. Lynne has asked the Library not to tell the patrons and not post on social media yet. They would like the new volunteers to learn how books are processed. The Friends have ordered new bags and a sign for the Friends Shop to indicate the hours of donations.

## **5. New Business**

- a. Policy Updates – how to proceed

Lorene took over the Policy handbook when she became the Circulation Dept Head. She has accomplished a lot, but it's an ongoing project. We will report back next month on progress.

- b. 2021-2022 Budget

Paula and Jennifer are reviewing some of the line items that need adjustments. They will have a better understanding in January.

- c. Laminator

Cari Fry submitted a proposal for a large format Laminator, after discussion the board agreed to approve the expense with a maximum spend of \$2,600.00

Motion to approve the purchase of the recommended Laminator  
Motion by Gary Chappell, supported by Jen Koralewski

- J. Higgins – Aye
- G. Nicholson – Aye
- G. Chappell – Aye
- K. Sample – Aye
- J. Koralewski – Aye

Motion Carried

## **6. Directors Report**

Hot spots aren't being used like they were previously last summer. We are thinking of not renewing some of the contracts. I will provide more information next month. We have spoken about most of the items on my list already.

## **7. Citizens Comments**

N/A

## **8. Board Members Comments**

Happy Holidays to everyone. Lockers are awesome. Gayle is wondering if they are ADA compliant? How many people are actually using them?

## **9. Next Meeting Topics**

20-21 Budget

Review Plant Moran Cresa proposal

Hot Spots

Policy Updates

## **10. Adjournment**

RESOLVED, to adjourn the meeting at 7:38 pm

Motion by Gary Chappell, supported by Gayle Nicholson

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried