

**Westland Public Library
Board of Trustee Minutes
Wednesday, July 10, 2013
Library Board Room**

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, July 10, 2013 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order and Attendance

Meeting called to order at 7:00 PM by Mark Neal

Roll Call

MEMBERS PRESENT:

Mark Neal - President: YES

Antoinette Martin – Vice President: YES

Sheri Robinson – Treasurer: ABSENT

Mark Welch: YES

Tim Jackson: ABSENT

STAFF PRESENT:

Dr. Sheila Collins: Director

Diane Mehl: Circulation Supervisor

Clay Heselschwerdt: Technology Supervisor

Beth Fixler: (recording minutes)

ALSO PRESENT:

Michael McNamara: Library Attorney

2. Action on the Agenda

Mark Welch asked if the election of officers could be postponed until the next meeting.

Michael McNamara said that it had to be done in the first month of the new fiscal year.

3. Citizens Comments

NONE

4. Business

a. Approval of Meeting Minutes from June 12, 2013

Motion: To approve the minutes from June 12, 2013.

Motion by: Antoinette Martin

Supported by: Mark Welch

Mark Neal - President: YES

Antoinette Martin – Vice President: YES

Mark Welch: YES

Motion Carried

b. Approval of Bills

Motion: To approve bills from June 1-30, 2013 as submitted.

Motion by: Antoinette Martin

Supported by: Mark Welch

Mark Neal - President: YES

Antoinette Martin – Vice President: YES

Mark Welch : YES

Motion Carried

c. Board Meeting Dates

Motion: To approve the Board Meeting Dates for 2013 – 2014

Motion by: Antionette Martin

Supported by: Mark Welch

Mark Neal - President: YES

Antoinette Martin – Vice President: YES

Mark Welch : YES

Motion Carried

d. Discuss Improvement to Existing Hot Water (Radiator Heat)

Mark Welch stated that Edward Rybski said that the radiators need fins in the piping and that this was not part of the bid for the HVAC. He felt that Johnson Controls needed to be made aware of the situation and put in a change order to the original bid.

e. Library Sign Painting

Mark Neal stated that this project could be put off for a while. There was also discussion about the missing sign at the entranced to the Library. Clay was asked about the electronic sign and he discussed his decision to delay the project. He said that he will revisit the project and have new suggestions to present to the Board at a later date. The need for a better sign where the current sandwich sign is located was also discussed.

f. Parking Lighting Bids

Motion: To have OHM provide the Library with bid specifications for parking lot lighting with two alternatives, the first for the parking lot only and the second for the parking lot and the veterans memorial.

Motion by: Mark Welch

Supported by: Antoinette Martin

Mark Neal - President: YES

Antoinette Martin – Vice President: YES

Mark Welch : YES

Motion Carried

g. Election of Officers

Motion: To open nominations for officers

Motion by: Mark Neal

Supported by: Antoinette Martin

Mark Neal – President: YES

Antoinette Martin – Vice President: YES

Mark Welch : YES

Motion Carried

Motion: To nominate Mark Neal for President

Motion by: Mark Welch

Supported by: Antoinette Martin

Mark Neal - YES

Antoinette Martin – YES

Mark Welch – YES

Motion Carried

Mark Neal accepted the nomination for President

Motion: To close nominations for President

Motion by: Mark Welch

Supported by: Antoinette Martin

Mark Neal – YES

Antoinette Martin – YES

Mark Welch - YES

Motion Carried

Motion: To elect Mark Neal as President

Motion: Mark Welch

Supported by: Antoinette Martin

Mark Neal – YES

Antoinette Martin – YES

Mark Welch - YES

Motion Carried

Motion: To nominate Antoinette Martin for Vice-President

Motion by: Mark Welch

Supported by: Mark Neal

Mark Neal – YES

Antoinette Martin – YES

Mark Welch - YES

Motion Carried

Antoinette Martin accepted the nomination for Vice-President

Motion: To close nominations for Vice-President

Motion by: Mark Welch

Supported by: Mark Neal

Mark Neal – YES

Antoinette Martin – YES

Mark Welch - YES

Motion Carried

Motion: To elect Antoinette Martin for Vice-President

Motion by: Mark Welch

Supported by: Mark Neal

Mark Neal – YES
Antoinette Martin – YES
Mark Welch - YES

Motion Carried

Motion: To nominate Sheri Robinson for Treasurer
Motion by: Mark Welch
Supported by: Antoinette Martin

Mark Neal – YES
Antoinette Martin – YES
Mark Welch - YES

Motion Carried

The nomination is contingent on Sheri Robinson accepting the position

Motion: To close nominations for Treasurer
Motion by: Mark Welch
Supported by: Antoinette Martin

Mark Neal – YES
Antoinette Martin – YES
Mark Welch - YES

Motion Carried

Motion: To elect Sheri Robinson as Treasurer
Motion by: Mark Welch
Supported by: Antoinette Martin

Mark Neal – YES
Antoinette Martin – YES
Mark Welch - YES

Motion Carried

Motion: To open nominations for Secretary
Motion by: Mark Welch
Supported by: Antoinette Martin

Mark Neal – YES
Antoinette Martin – YES
Mark Welch - YES

Motion Carried

Motion: To nominate Mark Welch for Secretary
Motion by: Antoinette Martin
Supported by: Mark Neal

Mark Neal – YES
Antoinette Martin – YES
Mark Welch - YES

Motion Carried

Mark Welch accepted the nomination for Secretary

Motion: To close nominations for Secretary
Motion by: Antoinette Martin
Supported by: Mark Neal

Mark Neal – YES
Antoinette Martin – YES
Mark Welch - YES

Motion Carried

Motion: To elect Mark Welch as Secretary
Motion by: Antoinette Martin
Supported by: Mark Neal

Mark Neal – YES
Antoinette Martin – YES
Mark Welch - YES

Motion Carried

6. Director's Report

Read by Sheila Collins

Motion: To accept the Director's report
Motion by: Antoinette Martin
Supported by: Mark Welch

Mark Neal – President; YES
Antoinette Martin – Vice President: YES
Mark Welch : YES

Motion Carried

7. Citizens Comments

None

8. Board Member Comments

Antoinette Martin said that she was glad to see Sheila back and that the staff did a fabulous job in her absence. She also questioned whether Sheila should have a prompt on the automated menu of the new phone system that would enable patrons to reach her directly. Mark Neal thought that Sheila would receive too many calls without some type of filter. Clay commented that Sheila could give her extension to those she would like to be able to reach her directly. Antoinette was also pleased that some of the millage money is going into capital improvements.

Mark Welch welcomed Sheila back and said that the staff did a fantastic job. Also, that Clay did a good job on the new phone system. The Library is an awesome team.

Mark Neal said that the staff was fabulous in Sheila's absence. He mentioned his appreciation of one instance in which Clay saved the Library money by doing the work himself.

9. Next Meeting Topics

Discussion followed

- a. OHM bid specs for the parking lot lighting
- b. Updates from Ken Mehl concerning the Veteran's Memorial
- c. An update on signage for the front of the Library

10. Adjournment

Motion by: Antoinette Martin

Supported by: Mark Welch

Mark Neal – Board President: YES

Antoinette Martin – Vice President: YES

Mark Welch: YES

Motion Carried

Resolved, to adjourn meeting at 7:47 P.M.