

Westland Public Library
Board of Trustee Minutes
Wednesday, September 14, 2011
Meeting Room B, Library

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, September 14, 2011 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

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

Roll Call MEMBERS PRESENT:

Mark Neal-President
Antoinette Martin-Vice President
Sheri Robinson-Treasurer
Tim Jackson
Mark Welch

STAFF PRESENT:

Dr. Sheila Collins-Incoming Director
Marilyn Kwik-Interim Director
Diane Mehl-Circulation Supervisor

ALSO PRESENT:

Keith W. Madden-Library Attorney
Dan Bourdeau- Department of Information Technology, City of Westland
(Name ?)- Plant Moran Representative
Miriam Kadi-Friends of the Library, President

2. Action on Agenda

None

3. Citizens Comments

None

4. Business

a. Welcome of New Library Board Member

Mark Neal Library Board President welcomed Mark Welch as a returning Library Board member and thanked him for agreeing to this position.

Mark stated he was honored to be able to serve. He gave a brief background of himself and said he was honored to be given this opportunity. And happy to be back on the board.

b. Approval of Meeting Minutes from August 10, 2011

RESOLVED, to approve minutes of the August 10, 2011 regular board meeting as submitted.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Tim Jackson-Aye

Mark Welch-*(Abstained because he was not in attendance at previous meeting.)*

Motion (carried)

c. Approval of Study Session Minutes from August 30, 2011.

RESOLVED, to approve minutes of the August 30, 2011 Study Session meeting as submitted.

Motion by: Tim Jackson

Supported by: Antoinette Martin

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Tim Jackson-Aye

Mark Welch-*(Abstained because he was not in attendance at previous meeting.)*

Motion (carried)

d. Approval of Bills.

Motion to approve bills as submitted.

Motion by: Tim Jackson

Supported by: Sheri Robinson

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Tim Jackson-Aye

Mark Welch- Aye

Motion (carried)

e. Plant Moran Representative

The representative from Plant Moran that was hired by the City of Westland presented a comparables spread sheet to the board and explained some of the more significant statistics from this report.

He said he would be available for future visits to give updates if board should request it. Discussion followed.

f. Dan Bourdeau, Department of Information Technology, Director, City of Westland

Dan Bourdeau presented a letter to the board from his office as the Director of the Department of Information Technology. Focusing on 4 main points of interest.

1. Move library servers to the City Data Center for proper cooling and enhanced monitoring.
2. Replace the library phone system for enhanced support and reduced monthly costs and maintenance costs.
3. Install computer inventory and automated patch management solution to improve computer compliance and stability.
4. Connect the Library staff network to the City Internet connection for backup of internet connection and potentially reduction in internet costs to the library.

Discussion followed.

g. OHM Building Needs Assessment-Follow up

City council has pre-approved the money to follow up on the needs assessment placed by OHM. Approval is to be formally done at city council. This will take 2 meetings to complete the money transaction from the Libraries Fund Balance. Some items can proceed prior to this completion, due to necessity.

Marilyn Kwik-Interim Director gave verbal report

*She has requested quotes from 2 electrical contractors for 4 light poles in our parking lot. She has not yet received these quotes.

*A quote requested from ABC our contractor for our HVAC system.

*A quote requested from the electrician for interior lighting has also been requested.

*2 quotes have been collected from the brick pavers.

Marilyn Kwik-Interim Director also gave an update on e-books. A request has been placed with TLN our e-book provider to begin service. This will launch in November to coincide with the library's 15th anniversary.

h. Discuss formation of Special Project Committee

A discussion of assigning a committee to focus on the library being underfunded and space limited. Names were given as to who may be an asset or have an interest in seeing these projects completed.

Some suggestions:

Board members: Mark Welch from a technology stand, Dan Bourdeau from the City would be a valuable asset, Miriam Kadi of the Friends, Possible TIFA board member to see the possibilities of available TIFA funds. Library Director, staff, An attorney?

5. Director's Report

Marilyn Kwik-Interim Director gave highlights of the directors' report submitted in board packet.

*Library is beginning its 2nd semester of ESL classes. Hosting 50 adults weekly.

*Positive results from our Library Wish List. Patrons are purchasing books that are desired by the library to add multiple copies of popular items to our collection. This list is on our website.

*Our Friends of the Library is collaborating with Mission Based Books Company. They have gotten profits in the last 5 months totaling \$2700.00.

*The children's staff was given a 5 hour in house training session by Marilyn. This training included databases the library already owns in order to service the public in the children's department also.

6. Citizens Comments

Miriam Kadi-Friends of the Library

This coming week will be the Friends of the Library Book Sale. They are overwhelmed with donations. No space to hold anymore. Hoping for a successful sale.

At this time Mark Neal-Board President asked Dr. Collins if she had anything to say.

Dr. Sheila Collins admitted she was exhausted from her move that day and she was glad to be here with us.

7. Board Member Comments

Antoinette Martin –Thank you to Dr. Collins for coming to Westland. She would like to see the cement out front of the library addressed immediately. And thank you to Mark Welch for joining the Library Board.

Tim Jackson-Welcome to Mark Welch and Dr. Collins this evening and is excited to move forward. Tim hopes to encourage his neighbors to come and visit the library.

Mark Welch-Thank you for the welcome and he thanked Marilyn Kwik for the fantastic work that she has been doing. He also looks forward to working with the Library Board in the future.

Sheri Robinson- Welcome to both Mark and Dr. Collins. Her goal is to tackle the library's QuickBooks and address expenses questioned by the city. The library needs to utilize more of the city's services. Also the library board should bring in departments of the city to the meetings to let the board know what they have available to us.

8. Next meeting topics

*Request City of Westland Fire Department to attend October Board Meeting and give details on how the library can utilize the new software they are using. And what services they can provide to us.

*Update on OHM

*Dan Bourdeau update from the City of Westland, Department of Information Technology.

*Update on the library's 15th anniversary.

*Continue discussion on Special Project Committee.

9. Adjournment

RESOLVED, to adjourn meeting at 8:20 PM

Motion by: Antoinette Martin

Supported by: Mark Welch

Mark Neal-Aye

Antoinette Martin-Aye

Sheri Robinson-Aye

Tim Jackson-Aye

Mark Welch- Aye

Motion (carried)

Motioned Carried