

Westland Public Library  
Board of Trustee Minutes  
December 14, 2011  
Community Rooms A & B

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

1. Call to Order.

Meeting called to order at 7:08 P.M. by Board President

Roll Call      MEMBERS' PRESENT:

Mark Neal – President  
Antoinette Martin – Vice President  
Sheri Robinson - Treasurer

MEMBERS' ABSENT:

Tim Jackson  
Mark Welch

STAFF PRESENT:

Dr. Sheila Collins – Library Director  
Deborah Cooper - Administrative Assistant  
(Recording Minutes)  
Diane Mehl – Circulation Supervisor

ALSO PRESENT:

Michael McNamara - Library Attorney

2. Citizen Comments

Diane Mehl would like to encourage the board to vote yes on the Master Maintenance contract. She feels the library really needs their help.

3. Business

- a. Approval of Minutes for the regular meeting of November 9, 2011  
RESOLVED: to approve the minutes of the November 9, 2011 regular board meeting as submitted.

MOTION by: Antoinette Martin  
SUPPORTED by: Sheri Robinson ;

Neal: Yes  
Martin: Yes  
Robinson: Yes

MOTION: Passed

- b. Approval of Minutes for the regular meeting of December 3, 2011  
RESOLVED, to approve the minutes of the December 3, 2011 special meeting as submitted.

MOTION by: Sheri Robinson  
SUPPORTED by: Antoinette Martin

Neal: Yes  
Martin: Yes  
Robinson: Yes

MOTION: Passed

- c. Approval of Bills  
RESOLVED: to approve payment of bills as submitted.

Ms. Martin commented on the Plante Moran bill and why it was \$250.00 more than last year. She would like to know why.

Mr. Neal mentioned the e-mail concerning the attorney bill and said he would ask about it at the special meeting later that night.

MOTION by: Antoinette Martin  
SUPPORTED by: Sheri Robinson;

Neal: Yes  
Martin: Yes  
Robinson: Yes

MOTION: Passed

- d. Mediation  
RESOLVED: Motion to move toward mediation before ALJ.

MOTION by: Antoinette Martin  
SUPPORTED by: Sheri Robinson

Board President Mark Neal discussed the motion to move, the legal case against the library, to non-binding mediation to settle the remainder of the case.

Mr. Neal stated that this is the path the library wanted to move in.

Neal: Yes

Martin: Yes

Robinson: Yes

MOTION: Passed

e. Formation of an Expansion Committee

The board discussed names of people, the board members would like to see have a part in the project to expand the library building. Names were mentioned and Vice-president Martin suggested that the project is going to have to be separated into parts so the committed should be formatted in parts as well with each having a specific knowledge to contribute to the project.

Ms. Martin also asked that the board get an answer about TIFFA from the Mayor before planning too far in advance.

f. Maintenance / cleaning crew

RESOLVED: Motion to approve contract with “MASTER MAINTENANCE” as part time maintenance.

Dr. Collins led the discussion by telling the board that the library has no maintenance or custodial coverage in the evenings on Thursday and Friday or all day Saturday and Sunday. She gave the door count for these days and the number of programs scheduled at the library every day. These programs need set up, take down, and clean up for each. Master Maintenance had a contract with the library but it has expired. The owner has written a proposal to continue cleaning the library until the end of June when the new budget starts. The proposal is to cover Thursdays 5 to 11 pm, Saturdays 7 am to 6 pm and Sunday 10 am to 6 pm at a cost of \$1990.00 per month.

Master Maintenance can also provide a people to cover vacations for the permanent staff and to cover snow removal during evening and weekends hours.

Board asked that the director get a hourly rate from Master Maintenance on extra work.

MOTION by: Sheri Robinson

SUPPORTED by: Antoinette Martin

Neal: Yes

Martin: Yes

Robinson: Yes

MOTION: Passed

g. Discussion/Presentation of LED Lighting Assessment

The company doing the presentation is still working on the proposal for changing all the library's lighting over to LED for a significant energy savings.

Mark Neal explained that Bill Gabriel approached him with this idea to save the library money on the electric bill. The company giving the proposal guaranteed a 70% saving on the DTE energy bill. Mr. Neal said he would like to put off this presentation until the company comes in and explains the proposal themselves.

4. Director's Report

Director, Sheila Collins presented her monthly report of programs and events as well as reading the statistics of the number of items checked out of the library and the number of new library cards issued.

President Mark Neal asked about the check that should have been sent to the library for recycling the old batteries from the emergency lighting system.

The new batteries have been delivered and installed and the old batteries were sent to recycling. Dr. Collins said she would follow up on the check.

5. Board Member Comments

Neal: I am very happy the emergency lighting is taken care of and the sidewalk is finished.

Martin: None

Robinson: None

6. Citizen Comments

Diane Mehl said thank you to the board for considering the Master Maintenance to clean the library.

John Emmerd agreed with Mark Neal that the library needs to go to mediation in order to get the case over with and save money.

7. Next meeting topics

- LED lighting presentation is put back on the agenda for next months meeting.
- Continue with the “Expansion Committee” discussion.

8. Adjournment

MOTION by: Antoinette Martin  
SUPPORTED: Sheri Robinson  
RESOLVED, to adjourn meeting @ 7:45 PM

Neal: Yes  
Martin: Yes  
Robinson: Yes

MOTION: Passed

Approved at the Library Board Meeting January 11, 2012