

Westland Public Library  
Board of Trustee Minutes  
Wednesday, January 14, 2015  
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, January 14, 2015 at 6123 Central City Parkway, Westland, Michigan 48185

1. Call to Order and Attendance

Meeting called to order at 7:02 P.M. by Mark Neal

Roll Call MEMBERS PRESENT:

Mark Neal-Board President-present  
Antoinette Martin-Vice President-present  
Sheri Robinson-Treasurer-present  
Tim Jackson-Absent -excused  
Mark Welch-Secretary-present

STAFF PRESENT:

Dr. Sheila Collins-  
Sherri West-Admin. Assist./Acquisitions (recording minutes)  
Ed Rybski- Maintenance  
Diane Mehl- Maintenance/Circulation Department Head  
Marilyn Kwik- Adult Services Department Head

ALSO PRESENT:

Michael McNamara-Library Attorney

2. Action on Agenda

Move item 4.E to 4.A- Friends Policies on Funding

3. Citizens Comments

4. Business

a. Friends Policies on Funding

Antoinette Martin had questions on behalf of the Library board for Meriem Kadi the President of the Friends. Most questions pertained to how the decisions were made for funding programs and such for the Westland Public Library.

Meriem shared her email address with the board if they have any further concerns or questions. She started with anytime the library needs funds they come to the friends meeting. Tell us what the cost and what is the need. 99.9 times the Friends have funded it.

In the past few years the Friends had allocated \$20,000 to programming and since the millage passing the expected funding dropped to \$10,000. Meriem stated because the Library had its own programming budget now.

She shared how she thought the questions came about and felt that the Friends may have miscommunicated to Andy at the library. They offered to revisit donations for an Early Literacy computer if he did not get a grant he had thought was available. Thus Andy proceeded to get the funding through the Rotary Club of Westland.

Discussion on budget limitations, fund balance and what was the Friends annual income. It was shared that in the past Friends of the Library has made large donations for furniture and security cameras, etc. when requested by the Library. Friends are aware a large sum may be needed to help fund a portion of the libraries future expansion project in hopes the Friends will be contributing for space.

b. Approval of minutes from December 2014 regular scheduled meeting

Motion: Antoinette Martin

Support: Sheri Robinson

Mark Neal-yes

Antoinette Martin-yes

Sheri Robinson- yes

Mark Welch- abstain

Motion – carried

c. Approval of Bills

Motion to approve bills from December 2014

Motion by: Antoinette Martin

Supported by: Mark Welch

Mark Neal-yes

Antoinette Martin- yes

Sheri Robinson- yes

Mark Welch- yes

Motion- carried

d. Parking Lot Lighting

Ed Rybski the maintenance employee updated the Library Board. McNulty Electric has received the part (sensor) on backorder and is supposed to install later this week.

e. Library Design

Chris DeBear from Library Design was present and had a few questions for the Library Board about the project he has been hired to develop a plan for a Library Expansion. Chris has met with library administration, staff from all departments, and will be meeting also with Friends of the Library to distinguish the needs and requests for this project. And to best utilize the current and proposed expansion.

He wanted to connect with the Library Board to get a resolution on moving forward. It has come to the place Library Design must get input from an architect. Does the board have a preference? The firm most recently used for the new City of Westland City Hall project or the architect that created the library is still in operation.

With direction that the thought to build the expansion to the south east point of the library understanding that the new HVAC system has been pre plumbed to run the system in that direction. Library Design plans to hold another meeting with staff and the Friends in early February. They are estimating Mid to the end of March to have results on this project.

f. Expansion Pipe

Ed Rybski passed out the proposal for work that he stated "Needs to Be Done". He considers this pipe that is expanding beyond its capacity as an emergency. However it will have to be done when the weather breaks unless something happens before then. The heat will have to be shut down. Hot water is flowing through this piping to heat the building.

The proposal is not an actual bid. Ed and Sheila were given direction to have DiClemente prepare a plan for a bid and get it to Devin at the City of Westland to get moving on this process. The current estimation is \$33,000 without replacing and finishing the drywall above the area to be opened for this job. The process should move forward without the Library Boards approval. Include the pipe work and finish work into the bid.

There is a need to install fins to the new system on the east wall of the library to move the air faster. It was suggested that Ed also get a quote for that work to possibly be done at the same time while the Library would be shut down and closed for the public.

g. Cable Review

Sheila Collins the Library Director passed out a plan developed with the selected Cable review committee and Craig and Craig from WLND. There will be 2 types of ads created. One will be about six to ten minutes long. It would be a narrative introducing: What's New at the Library since the millage.

Another idea will be short 2 to 3 minute segments by theme. The focusing being on each individual new product. These will be presented by puppets performed by the library staff.

Examples are Odillo, Zinnia, Hoopla, OverDrive, AWE computers and iPads in the Youth Dept. and our popular video game collection. The committee will be meeting again in early February to finalize the production to hopefully begin in March

5. New Business

a. Ed Rybski presented a list of HVAC failures in the last 2 to 3 weeks. He is concerned that Johnson Controls is not following up on monitoring the building and is patch fixing things instead of getting to the root of many problems resulting in boiler and temperature failures.

There have been two outside companies come to look at the problems and both have questioned why the new boilers are running so HOT!

The decision was made to have Ed forward actual documents from the Library computer hosting the HVAC system. This would give documented proof of the issues. Send them to the Library attorney and he will work on contacting Johnson Controls once again.

6. Director's Report

Sheila share portions of the report she had written and submitted to the board.

7. Citizens Comments

8. Board Member Comments

- Mark Welch stated everyone is doing a good job.
- Antoinette Martin said Thank You to Ed Rybski for all the work he has done with these issues

9. Next meeting topics

- LED Sign
- Parking Lot Update
- Expansion Pipe follow-up
- HVAC

10. Adjournment

RESOLVED, to adjourn meeting at 8:35 P.M.

Motion by: Antoinette Martin

Supported by: Sheri Robinson

Mark Neal-Board President-yes

Antoinette Martin-Vice President- yes

Sheri Robinson-Treasurer- yes

Mark Welch- yes

Motion- Carried