

William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, January 19, 2021
6123 Central City Parkway, Westland, MI 48185

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on Wednesday, January 19, 2021, at 7:00 pm, 6123 Central City Parkway, Westland, MI 48186

1. Call to Order, and Rollcall

Meeting called to order at 7:00 pm by James Higgins.

MEMBERS PRESENT:

James Higgins – Aye
Gayle Nicholson – Aye
Kathryn Sample – Aye
Jen Koralewski – Aye
Gary Chappell – Aye

ALSO PRESENT:

Jennifer Roth, Director
Paula Scarlett, Administrative Assistant
Mike McNamara, Library Attorney

2. Action on Agenda

- 3.** 1) Add 4a1 to the agenda, Approval of minutes from the Special Meeting, December 15, 2021
2) Update agenda to show 4e1 & 4e2
3) Add Laminator Motion to December Regular Meeting Notes

4. Citizens Comments on Agenda items

N/A

5. Business

- a. Approval of minutes from Regular Session, December 15, 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

- a1. Approval of minutes from Special Meeting, December 15, 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 December 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

- c. 21-22 Budget

The Director let the Board know that we will be okay with this year's Budget. Still, we will need to use part of the general fund through 2026-2027 to recoup the unexpected decrease's that weren't known at the time of the 2022-2023 Budget projection. We should not count on revenues from the DDA & TIFA for at least the next five years. At this point, we will have a deficit of \$350K. Rising healthcare costs and negotiations are our primary concern for the 22-23 FY Budget. Jennifer will propose the expansion cost to PMC of 4 MM.

- d. Hot Spots

Dan has paused 30 of the older Hot Spots. We can turn them back on at any time. At present, we have 65 checked out and 25 on the shelves. The paused 30 Hot spots will save the Library \$900 per month. We will be able to turn these on when

necessary.

e. Policy Updates

1) Professional Opportunity Policy

Changes made to the existing Professional Opportunity Policy, dated 1/19/2022

Motion by Kathryn Sample, Supported by Gayle Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

K. Sample – Aye

J. Koralewski – Aye

Motion Carried

2) Covid Policy

Revise to follow the City & County Covid structure

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

f. Plante Moran Cresa Updates

PMC, TMP & Library Design has a meeting scheduled with Jennifer on January 25 to discuss expansion as a Team. Michael McNamara, Library Attorney, has a few questions for PMC and the City regarding the contract PMC presented. Mike will reach out to Jennifer when to call for the Special Meeting to approve the PMC contract. The Meeting will be scheduled within the next two weeks. PMC will be the Project Manager for this expansion. This project, from start to finish, will be turn-key complete.

g. Friends of the Library – Lynne Hagmann

Friends have purchased a sign to show patrons when they are accepting book donations. They are rolling out donations slowly.

The Board Officers have been elected for the new Fiscal Year. Next, Book Sale is February 11 through February 13, 2022. Everyone is looking forward to this sale.

The Friends are looking for a box truck to rent for the Book Sales. The truck they previously used is out of commission, and no repairs insight at this time.

6. New Business

Directors Review

Gayle Nicholson will revise the document for review and will include the library staff. Jennifer has seven direct reports. The review will be held at the March Board Meeting.

7. Directors Report

All In-Person Programming Events have been canceled due to the rising numbers of COVID-19. The departments are reviewing this on a month-to-month basis. Everyone needs to be flexible and understanding.

Cari Fry spoke with Jefferson Barnes about the possibility of holding Summer Reading Programs and Storytime at their facility. This would mirror our programs and get more children involved that do not have the means of transportation to come to the Library in the summer.

The Personnel Committee has met once regarding the contract negotiations that end in June 2022.

8. Citizens Comments

N/A

9. Board Members Comments

Gary is happy that the Expansion project is underway and looking forward to the jewel of the City getting a much-needed facelift.

10. Next Meeting Topics

Director's Review

PMC Recap

22-23 Budget Update

11. Adjournment

RESOLVED, to adjourn the Meeting at 8:07 pm

Motion by Gary Chappell, supported by Jen Koralewski

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski – Aye

Motion Carried