

**William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, April 20, 2022
6123 Central City Parkway, Westland, Michigan 48185**

A regular meeting of the Board of Trustees for the William P. Faust Public Library of Westland was held on
Wednesday, April 20, 2022, at 7:00 pm, 6123 Central City Parkway, Westland, MI 48185

1) Call to Order and Rollcall

The meeting was called to order at 7:00 pm by James Higgins

Members Present:

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

Member Absent:

Gary Chappell

Also Present:

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

2) Action on the Agenda

Add 4a1) Approval of Closed Door Session Minutes, from March 2022 under 4) Business

5) New Business

- a) Hero Pay for Part-Time Staff
- b) Library Staff Development Day, May 17
- c) Miniature Golf Program, July 22

3) Citizens Comments on Agenda Items

N/A

4) Business

- a) Approval of Minutes from Regular Session, March 16, 2022
Motion to approve the Minutes from the Regular Session, March 16, 2022

Motion by G. Nicholson, supported by J. Koralewski

J. Higgins – Aye
G. Nicholson – Aye

K. Sample – Aye
J. Koralewski – Aye

Motion Carried

- a1) Approval of Minutes from Closed Session, March 16, 2022
Motion to approve the Minutes from the Closed Session on March 16, 2022

Motion by K. Sample, supported by G. Nicholson
J. Higgins – Aye
G. Nicholson – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

- b) Approval of Bills for March 2022
Motion to approve the Bills for March 2022

Motion by K. Sample, Supported by G. Nicholson
J. Higgins – Aye
G. Nicholson – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

- c) City Council Budget Study Session – Update
James and Jennifer attended the Study Session. The City Council asked questions about the Library's move during the expansion of the building. The Library will have another meeting with PMC, TMP, and LD for the timeline. No questions on the budget.
- d) Friends of the Library
Lynne Hagmann told the Board that three members of the Friends Board attended the Zoom Session for the Friends of the Michigan Library; this was very informative. They also participated in a different session where they shared ideas and how to recruit volunteers.

The next Book Sale will be held from April 29 through May 1, 2022. The Preview Sale will be on April 28 from 3 to 6 pm. The Friends will offer a special deal on the Large Print, Religion, Literature & Poetry; buy one, get one for free. The May Lobby Sale will be Crafts & Hobbies.

During the Friends monthly meeting, the Friends approved \$400 for the Staff Development lunch. They also approved \$300 for the Summer Reading Program t-shirts for the staff.

The Friends included the Seed Library within their Newsletter, including pictures. Book Donations are staying the same. Staff thought that maybe we should have a Book Sale, if we relocate to the Mall.

5) New Business

a) Hero Pay for Part-Time Staff

Jennifer asked for \$500 for each Part-Time staff member and noted that they are just as valuable as our full-time staff members that received \$1,000 from the City ARP Grant. We have 14 part-time staff members, and 27 full-time staff members
Motion to approve the Hero Pay for Part-Time Staff

Motion by K. Sample, Supported by J. Koralewski
J. Higgins – Aye
G. Nicholson – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

b) Library Staff Development Day, May 17, 2022

Jennifer asked the Board for permission to close the Library on May 17 for a Staff Development day. Jennifer has hired a speaker, Jodi Schafer from HRM. Jodi will share Communications Training for the staff. Four employees from Howell Library raved about training and couldn't say enough about this training.

Motion to approve the closure of the Library on May 17, 2022

Motion by K. Sample, Supported by
J. Higgins – Aye
G. Nicholson – Aye
K. Sample – Aye
J. Koralewski – Aye

Motion Carried

c) Miniature Golf Program, July 22

Jennifer let the Board know that we would modify the Library hours on July 22, 2022. The staff will be setting up a miniature golf course for a program that evening. Close the Library at 3 pm and reopen at 5 pm for the program.

6) Directors Report

Jennifer met with PMC, TMP, and Library Design regarding the Floor Plan. She asked several questions to the team. When would the staff be moving out of the Library? How long will we be out of the Library? Jennifer and Dan have an appointment with Aubrey Berman, Chief Business Development Officer for the City of Westland regarding the options of what was available within the City. What building size is needed? Should we have a Fire Sale of the furnishings that we presently own? Should we move everything out of the building?

We have two new staff members: Dave Thompson is the third full-time maintenance man. Marissa Lasoff-Santos joined Adult Services as a full-time Librarian. Welcome to the Westland Library, Dave and Marissa.

We are still looking for two positions. One part-time Library Aide and one full-time Marketing are still available.

Community Shred Day was a huge success, with the most number of residents we have ever had for this program. Sixty-five families attend the Storytime in March. We are starting to offer storytime and craft programs at Jefferson-Barnes. Lockers have not had any issues recently. We will most likely need a shelter to cover the Lockers. Remember, we are the only Library in Michigan to have used this company.

7) Citizens Comments

Thank you so much for going above and beyond, Jennifer, asking the Board for our Part-Time Staffers' Hero Pay and having the Staff Development Day for the entire staff on May 17.

The Mini Golf Program is super fun for both the Staff & Patrons. The interest in the Seed Library is overwhelming. We had the Grow w/your Hands Program; Bevin Cohen spoke to many interested new gardeners. Mr. Cohen was impressed with Aubrey Frankin's setup of the Seed Library. This is Aubrey's seventh Seed Library that she has created. Adult Services will be attending the City's Farmers Market and Earth Day with the Library Tackle Box full of seeds.

8) Board Members Comments

N/A

9) Next Meeting Topics

PMC Update

10) Adjournment

Resolved, to adjourn the Regular Meeting at 7:32 pm.
Motion by J. Koralewski, supported by G. Nicholson