

**William P. Faust Public Library of Westland
Board of Trustee Regular Meeting, Wednesday, September 21, 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, September 21, 2022, at 7:00 pm,
at 6123 Central City Parkway, Westland, MI 48185

1. Call to Order and Rollcall

Meeting called to order at 7 pm by James Higgins

MEMBERS PRESENT:

James Higgins – Aye
Gayle Nicholson – Aye
Gary Chappell – Aye

Absent:

Jen Koralewski
Kathryn Sample

ALSO PRESENT:

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

2. Action on Agenda

Add 4f1 – Circulation Texting Service
Motion by G Nicholson, Supported by G Chappell

J. Higgins – Aye
G. Nicholson – Aye
K. Sample – Aye
G. Chappell – Aye
J. Koralewski - Aye

Motion carried.

3. Citizens' Comments on Agenda items

Katie Dover-Taylor mentioned that she is thrilled about the new website and rebranding of the Library. It will be able to work with Smart Phones, Instagram, and other up-to-date Apps

4. Business

a. Approval of Minutes from Regular Meeting, July 20, 2022

Motion by G Nicholson, Supported by G Chappell

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

Motion carried.

b. Approval of Minutes from Special Meeting, August 10, 2022

Motion by G Chappell, Supported by G Nicholson

J. Higgins – Aye

G. Nicholson – Aye

K. Sample – Aye

G. Chappell – Aye

J. Koralewski - Aye

Motion carried.

c. Approval of Bills for July 2022

Motion by G Chappell, Supported by G Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

Motion carried.

d. Approval of Bills for August 2022

Motion by G Chappell, Supported by G Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

Motion carried.

e. PMC Update

The construction contract has been awarded to the Dailey Company.

Things will start changing quickly now. The trailer should arrive next week, September 29th; this will be located in the staff parking lot. We are planning the groundbreaking ceremony towards the end of October.

Questions regarding the TIFA & DDA funds Jennifer to contact Katie Sample.

Motion to increase Expansion Budget from \$4.7M to \$5.1M

Motion by G Chappell, Supported by G Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

Motion carried.

Santa's visit is scheduled on December 12, 2022, and the Library will close on December 13, 2022. The Library will remain closed thru January 2023 and reopen in the temporary home of Marshall Upper Elementary.

Motion to close the Library to the Public on December 13, 2022, and remain closed through January 2023.

Motion by G Chappell, Supported by G Nicholson

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

Motion carried.

f. RFP Website & Rebranding

Juicebox is being recommended as the company of choice for the Website & Rebranding of the Library. We have held Zoom and face-to-face meetings. They are excited to start as much as we are, as we have needed this for a long time. The format will have simple templates and user friendly. The cost is \$41K plus an annual hosting fee.

Motion to award the contract to Juicebox not to exceed \$41K, plus annual hosting fees.

Motion by G Nicholson, Supported by G Chappell

J. Higgins – Aye
G. Nicholson – Aye
G. Chappell – Aye

Motion carried.

f1. Circulation Texting Service

Lorene has investigated Texting Services for the Library to reach out to our Patrons, including Holds, Due Dates, etc. It is a one-time fee of \$3,500 plus an annual hosting fee. The company recommended is Shoutbomb. Cancel at any time, with no fees.

Motion to award the contract to ShoutBomb not to exceed \$3,800, plus annual hosting fees.

Motion by G Nicholson, Supported by G Chappell

J. Higgins – Aye
G. Nicholson – Aye
G. Chappell – Aye

Motion carried.

g. Friends of the Library

Several of the Friends volunteered at the Blues, Brews, and BBQ on August 5 & 6, 2022
The Friends were at the Farmers Market on September 15 for Free Adult Book Day.
It had a great turnout. The September Book Sale earned \$2,144. Awesome!

The Friends will stop accepting donations on September 30, 2022. Friends will help pack up as needed in the Library.

The September 8th Friends Monthly Meeting voted to donate \$50K towards the Library Expansion.

Irene and Lynn toured Marshall, wondering if they could have a book sale in March.

The Friends' next Book Sale will be held on November 18 through November 20, 2022.

Nan Borders has donated 200 Halloween books to the Youth Department for its Halloween functions.

5. New Business

Mike McNamara wanted to let the Board and Jennifer know that his hourly fee would increase by \$15 per hour, the same as the City's rate.

6. Directors Report

Jennifer indicated that everything has already been shared.

7. Citizens' Comments

More has happened in the last two months than in the previous five years – Yea!

8. Board Member Comments

Thank the Staff for everything they are doing.

Neighborhood "Little" Libraries would be an excellent investment, possibly for the Friends Group

9. Next Meeting Topics

PMC – Update

10. Adjournment

Resolved to adjourn the meeting at 7:47 pm

Motion by G Nicholson, supported by G Chappell

J. Higgins – Aye

G. Nicholson – Aye

G. Chappell – Aye

Motion Carried