

Westland Public Library  
Board of Trustee Minutes  
September 10, 2008  
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, September 10, 2008 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order.

Meeting called to order at 7:01 P.M. by Board President

Roll Call      MEMBERS PRESENT:

Daniel Bourdeau – President

Leslie Bell – Vice President

Duane Moody – Treasurer

Samuel Durante arrived at 7:10pm

MEMBERS ABSENT:

James Bloom – Secretary

STAFF PRESENT:

Cheryl Napsha – Library Director

ALSO PRESENT:

Michael McNamara - Library Attorney

Deborah Cooper - Administrative Assistant

2. Citizen Comments

None

3. Consent Calendar

None

4. Guest Presentations

None

5. Business

a. Employee of the Month

Jenny Murch is recognized as the library's employee of the month for October 2008.

b. Approval of Minutes for the regular meeting of August 13, 2008

There was discussion on the two sets of board minutes. The first was sent with the board packet and the second was sent out two days later.

MOTION by: Moody

SUPPORTED by: Durante;

RESOLVED, to approve the minutes of the August 13, 2008

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Abstain

MOTION CARRIED

c. Financial Update

Motion to approve the budget transfers for 2007 – 08 Budget as listed on the “Suggested Transfers For 2007 – 08 Budgets” sheet to transfer

MOTION by: Moody

SUPPORTED by: Bell;

MOTION by: Durante

SUPPORTED by: Bell;

RESOLVED: to amend to transfer also from fund balance to line item 30-00 in the amount of \$6,168.58.

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Yes

MOTION CARRIED UNANMOUSLY

RESOLVED: to transfer funds in the following order

From line 74-00 to 10-00 in the amount of \$47,097.45	also transfer
From line 54-00 to 60-00 in the amount of \$11,640.50	also transfer
From line 73-00 to 53-00 in the amount of \$11,450.00	also transfer
From line 58-00 to 53-00 in the amount of \$1,009.14	also transfer
From line 44-00 to 80-00 in the amount of \$1,038.73	also transfer
From line 54-00 to 80-00 in the amount of \$557.08	also transfer
From line 58-00 to 80-00 in the amount of \$68.00	also transfer
From line 74-00 to 80-00 in the amount of \$46.63	also transfer
From Fund Balance to 41-00 in the amount of \$8,123.87	also transfer
From Fund Balance to 43-00 in the amount of \$8,176.78	also transfer
From Fund Balance to 80-00 in the amount of \$2,028.76	also transfer
From Fund Balance to 30-00 in the amount of \$6,168.58	

Bourdeau - Yes  
Moody - Yes  
Durante - Yes  
Bell - Yes  
MOTION CARRIED UNANMOUSLY

d. Approval of Bills

MOTION by: Bell  
SUPPORTED by: Moody;  
RESOLVED: to approve payment of bills as presented.  
Bourdeau - Yes  
Moody - Yes  
Durante - Yes  
Bell - Yes  
MOTION CARRIED UNANMOUSLY

e. Second reading of the Amended Circulation Policy

**Second reading of Section VI - Subsection C “Loan Periods, Renewals, and Item Value Limits” of the “Circulation Policy”  
If the motion passes the policy is accepted.**

**NEW**

**C. Loan Periods, Renewals, and Item Value Limits**

1. LOAN PERIODS

- New adult fiction 2 weeks
- New adult non-fiction 2 weeks
- Book Club in a bag 8 weeks
- Circulating encyclopedias 2 weeks
- All other books 3 weeks
- Audio books 2 weeks
- Music tapes & CDs 2 weeks
- Videos & DVDs 2 weeks
- CD-Roms 2 weeks
- Magazines & pamphlets 1 week

2. EXTENDED LOAN PERIODS

- Library patrons who will be away on an extended trip may, at the time of checkout, request an extended loan for up to 60 days.
- Renewals on extended loans will be at the discretion of the staff.
- Items with holds placed on them may not have an extended loan.
- A maximum of ten (10) items may be borrowed on extended loan.
- Extended loans will not be given to patrons with overdue materials or who owe fines or fees.

### 3. RENEWAL PERIODS

- All circulating items may be renewed for the standard loan period of such materials.
- Items may not be renewed more than twice without permission from a Supervisor.
- Items may not be renewed if requested by another patron.
- Items may be renewed in person, by telephone or through the library's website.
- Interlibrary loans received through TLN or MelCat may be renewed only with the consent of the lending library, which determines the loan period.
- OCLC items may not be renewed.

MOTION by: Moody

SUPPORTED by: Durante;

RESOLVED, to approve the second reading of Section VI – Subsection C “Loan Periods, Renewals, and Item Value Limits” of the “Circulation Policy”.

If the motion passes the policy is accepted.

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Yes

MOTION CARRIED UNANIMOUSLY

### **Second reading of Section VI - Subsection D “Fees and Fines” of the “Circulation Policy”**

**If the motion passes the policy is accepted.**

#### **NEW**

#### **D. Fees and Fines**

- Library users are expected to return all materials within the established borrowing period, unless they make arrangements to renew the materials.
- If materials are not returned or renewed by their due date, late return fines will be added to their library record.
- Fines will accrue for every day that the library is open, at the following rates:
  1. All books \$ . 20
  2. Magazines \$ . 20
  3. Videos and DVDs \$1.00
  4. CD-ROMs \$1.00
- Fines for materials are capped as follows:
  1. Popular paperbacks \$ 5.00
  2. Magazines \$ 4.00
  3. All other materials \$10.00

- All materials that are not returned, or are returned damaged beyond repair, must be paid for by the responsible borrower.
- Returned incomplete sets (e.g., audio-visual material with multiple discs or booklets) will be assessed for the entire set value.
- The assessment will be the list price of the item at time of library purchase, plus a \$5.00 processing fee per item.
- Audio-Visual materials will be assessed as listed above, and include an additional cost for replacement of the AV case, at the following fee:
 

1. Video Case	\$1.50
2. Individual Cassette	\$1.00
3. Multiple Case Cassette	\$6.00
4. CD or CD-ROM	\$1.00
5. Kit Bag	\$6.00
- Because of differing or special editions, replacement copies of items will not be accepted in lieu of payment.

Fines owed on the item will be nullified at the time of the replacement payment.

MOTION by: Moody

SUPPORTED by: Bell;

RESOLVED, to approve the second reading of Section VI - Subsection D "Fees and Fines" of the "Circulation Policy"

If the motion passes the policy is accepted..

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Yes

MOTION CARRIED UNANMOUSLY

f. Director's Contract – President tabled.

6. Director's Report

Presented as written

Ms Bell commented that next staff safety training should be video taped if possible for future training

7. Committee Reports

a. Policy Committee Report: Will meet again on Tuesday, September 16, 2008.

b. Director Contract Committee Report: No Report. .

8. Board Member Comments

Durante:

Mr. Durante believes it a waste of time, money, and postage to resend the meeting minutes for a one paragraph adjustment. He believes an e-mail is sufficient and the members can make the adjustments themselves.

Mr. Durante also believes that each board member lives close enough to the library that the members can pick up their own board packets if notified via e-mail.

Mr. Durante referred to the customer comments cards and said he agreed with the comment card regarding the staff looking so bored. He also wanted to know about the customer comment cards concerning loud music on the computers and how the non-fiction videos are now shelved that caused the patron to complain.

Moody:

Mr. Moody believes that not all people can be reached via computer and he (Mr. Moody) is the original penny pincher, but he believes the process of mailing board packets is working just fine.

Mr. Moody told Ms. Napsha that he appreciates the extra effort Ms. Napsha makes in all the information she sends with the board packets. He believes that he cannot have too much information.

Mr. Moody told Mr. Bourdeau that if he wants him to meet with Ms. Napsha each month to review the budget he will gladly oblige.

Mr. Moody wanted to extend his congratulations to Ms. Murch for being made employee of the month. That was a great write up. It's nice to see a young person start work at the library and then stay on after high school.

Bell:

Ms. Bell would also like to extend her congratulation to Jenny. She enjoyed reading the report on the summer reading program. It appeared to be a great success for all three departments. Ms. Bell was sorry she missed last month's meeting because Ms. Hausman was employee of the month. Ms. Bell has great respect and admiration for Ms. Hausman and Ms. Bell would have liked to congratulate her personally. Ms. Hausman is a great addition to the library. Ms. Bell is glad to see the coffee hours are coming to the library. This is a great way to promote the library as a community meeting place and not just a place to get books.

Ms. Bell then stated that she has a problem with the procedure of the secretary signing the minutes when he is not present and did not take the minutes. Ms. Bell believes if he does not take the minutes he should not sign the minutes. It gives people the impression that he took the minutes when he did not.

Much discussion on this subject.

Bourdeau:

Congratulation to Ms. Murch on being named employee of the month.

9. Miscellaneous handouts

None

10. Next meeting topics

Mr. Moody would like an explanation of the procedure for editing the board meeting minutes added to the agenda.

11. Adjournment

MOTION by: Moody

SUPPORTED: Durante

RESOLVED, to adjourn meeting @ 8:16 PM

Bourdeau: Yes

Moody: Yes

Bell: Yes

Durante: Yes

MOTION CARRIED

Minutes taken by Daniel Bourdeau

Minutes prepared by Deborah Cooper

Minutes submitted by Daniel Bourdeau

Digital Signature: