

Westland Public Library  
Board of Trustee Minutes  
October 8, 2008  
Board Room

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, Michigan was held on Wednesday, October 8, 2008 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order.

Meeting called to order at 7:03 P.M. by Board President Dan Bourdeau

Roll Call      MEMBERS' PRESENT:

Daniel Bourdeau – President

Leslie Bell – Vice President

Duane Moody – Treasurer

James Bloom – Secretary

Samuel Durante

STAFF PRESENT:

Cheryl Napsha – Library Director

ALSO PRESENT:

Michael McNamara - Library Attorney – Arrived at 7:06 pm

Deborah Cooper - Administrative Assistant

2. Citizen Comments

None

3. Consent Calendar

None

4. Guest Presentations

None

5. Business

Motion to amend the agenda and add 5.F to approve the meeting minutes of September 18, 2008, the Strategic Planning Steering Committee Meeting

Motion: Bell

Support: Moody

Bourdeau      Yes

Moody          Yes

Bloom          Yes

Durante        Yes

Bell            Yes

Motion Carries Unanimously

a. Employee of the Month

Ed Rybski is recognized as the library's employee of the month for November 2008.

Motion to include the entire citation of the "Employee of the Month" in the regular minutes; this will carry forward from this meeting.

Motion: Durante

Support: Bell

Bourdeau	Yes
Moody	Yes
Bloom	No
Durante	Yes
Bell	Yes
Motion Carries	

b. Approval of Minutes for the regular meeting of September 10, 2008

Amendments to the Minutes of September 10, 2008

- 1) Under roll call #1 add that Mr. Durante was late and came in at 7:10 PM
- 2) Under #1 Add Deborah Cooper's name to the roll as "Also present"
- 3) Include that Mr. Bloom was absent under Item #1
- 4) Under 5e will be 5f. Steering Committee Meeting Minutes
- 5) Under Director's Report Item #6 where it is stated "No additional comments from the Director" Ms. Bell wants noted that she had made a comment about safety training. Add to minutes "Bell commented that next staff safety training should be video taped if possible for future training."
- 6) Change Item 7.b to "No Report"
- 7) Change Item 5.f "Director Contract" changes to "President Tabled"
- 8) Change Item #6 "Director's Report" to "Presented as Written"

Motion to adjourn for 5 minutes for Secretary Bloom to side bar with the President and Library Attorney

Motion by: Bloom

Support by: Durante

Bourdeau	Yes
Moody	No
Bloom	Yes
Durante	Yes
Bell	Yes

Mr. Bloom has exited the meeting for the evening.

Meeting resumed at 7:21pm

RESOLVED, to approve the minutes of the September 10, 2008, meeting as amended

Motion by:     Durante    

Support by:     Moody    

Bourdeau	Yes
Moody	Yes
Durante	Yes
Bell	Yes

Motion Carries

c. Approval of Bills

Motion by:     Durante    

Support by:     Moody    ;

Motion, to transfer \$500.00 from line item 74-00 to line 54-00 and instructs the Director to amend the Budget appropriately with the city

Bourdeau	Yes
Moody	Yes
Durante	Yes
Bell	Yes

Motion Carries

Motion, to approve payment of bills as submitted

Motion by:     Moody    

Support by:     Bell    ;

Bourdeau	Yes
Moody	Yes
Durante	Yes
Bell	Yes

Motion Carries

d. Director contract

Motion to amend the signature page of the Director's Contract to read "President and Treasurer" instead of "President and Secretary"

Motion by:     Moody    

Support by:     Bell    

Bourdeau	Yes
Moody	Yes
Durante	Yes
Bell	Yes

Motion Carries

Mr. Moody;

“I move that the Board President and Treasurer on behalf of the Library Board sign the contract as amended by the contract committee and agreed to by the Director of the Library. This is a one year contract and is to be retroactive to July 1, 2008.”

Motion by: Moody

Support by: Durante;

Motion, to approve the Director Contract

Bourdeau Yes

Moody Yes

Durante Yes

Bell Yes

Motion Carries

e. Discussion of process for creating meeting minutes (trustee request)

- 1). If a Trustee wants something added to the minutes that Trustee needs to say, “I would like the minutes to reflect my comment of ....”
- 2). The Board agrees to follow the “Open Meetings Act” by including a record of absent Board members.
- 3). If the Board Secretary is not physically present and another person takes the Board Meeting Minutes it should be reflected in the minutes of who took the minutes, who prepared the minutes and who submitted the minutes.
- 4). If the Board Secretary delegates to a second party to take the meeting minutes then the Board must vote on the request.
- 5). Trustee comments will be included in section 6 “Directors Report”. This is an informal agreement amongst the Board members and the President recommended that if the Board wishes to make the agreement durable a policy that defines the content of meeting minutes should be offered.

f. Approval of the Minutes of September 18, 2008 Strategic Planning Steering Committee Meeting.

Motion, to accept the minutes of the September 18, 2008, Strategic Planning Steering Committee Meeting as amended to include the names of all of the Members Present.

Motion by: Bell

Support by: Moody;

Bourdeau Yes

Moody Yes

Durante Yes

Bell Yes

Motion Carries

6. Director's Report

Mr. Durante would like the minutes to reflect that Ms. Napsha is part of the Mission Green, Events & Fund Raising Committee with the City which takes her time.

Mr. Moody thanked Ms. Napsha for taking his request of more information seriously. He appreciates the in-depth report.

Ms. Bell would like to thank Ms. Napsha for clarifying the data regarding the FTE employees. Ms Bell asked if the change to Comcast from T-1 is helping the computer speed, Ms. Napsha said yes. Ms. Bell commended both Bridget and Andrea for their interest in the environment. She commented that the full page spread printed in the "Westland Insider" is wonderful. It is a direct result to the relationship Ms. Napsha has built with the city.

Ms. Bell would fully support finding the money to increase the number of security cameras to make the library safer for the patrons. She would like to see signage stating that the library is under constant monitoring from security cameras.

Ms. Bell also commented on the year long 60's program and the huge undertaking it must be to encourage patrons to visit the library.

Mr. Bourdeau and the trustees discussed the importance of increasing safety by adding additional security cameras in the Library. The President and the trustees discussed other options by cost and in the end they all agreed that the extra cameras should be pursued by putting them out to bid to see just how much this would cost.

Mr. Bourdeau wants the bids back for a special meeting by two weeks after the next board meeting.

7. Committee Reports

a. Policy Committee Report

First reading of Amended Operations Policy

Motion to accept first reading of amended policy Section V to replace the existing Section V

Motion by: Moody

Support by: Bell

Bourdeau – Yes

Moody – Yes

Durante – Yes

Bell – Yes

Motion Carries

b. Director Contract Committee Report : The Board President formally disbanded the Director Contract Sub-Committee.

## 8. Board Member Comments

### Durante:

Mr. Durante thinks the article on the Library in the “Westland Insider” was just fantastic, great job. The library is going green and everyone on the Board should be conscious of the amount of paper they use.

Moody: Mr. Moody agrees that the information in the “Insider” was really great and he is very happy that the Director Contract is done and has reached fruition. He can’t stress enough how important the safety issues of the Library needs to be addressed.

Bell: Congratulation to Ed on being made “Employee of the Month” the award is well deserved. He has a lot to be proud of. The building is always spotless and well maintained. He pays impeccable attention to detail.

Thank you to the Board and the Board President for entertaining the session on the minutes, I’m glad that we worked together to come to an agreement.

Bourdeau: Congratulations to Ed Rybski on being named Employee of the Month. Special Congratulations and thanks to Ms. Napsha on her contract. He thanked her for enduring the process and her patience going through the process. The contract is a representation of the trust we have in her ability to run this library. She has built relationships, and the contract means to him that we want her to be here for a long time. It is important from a financial standpoint that we know always how much money we have and how much is going out the door. It is the fiduciary responsibility and the most important thing he can do on this board. We don’t want a repeat of last year. Pursue the bids for more cameras for the safety of the library patrons and the board will hold a special meeting set for two weeks after the next Board meeting to discuss this issue.

## 9. Miscellaneous handouts

None

## 10. Next meeting topics

Mr. Moody would like to add an election to the agenda if one of the board members does formally resign.

Mr. Bourdeau would like an up date on the security cameras and an up date on the audit with the city auditors, if they will be here or not.

11. Adjournment

Motion by: \_\_\_\_\_Durante\_\_\_\_\_

Support: \_\_\_\_\_Moody\_\_\_\_\_

RESOLVED, to adjourn meeting @ \_\_\_\_\_9:16\_\_\_\_\_ PM

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Yes

Motion Carried

Minutes taken by: Daniel J. Bourdeau

Minutes prepared by: Deborah Cooper

Minutes submitted by: Daniel J. Bourdeau