

Westland Public Library
Board of Trustee Minutes
November 12, 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, November 12, 2008 at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order.

Meeting called to order at 7:05 P.M. by Board President Dan Bourdeau

Roll Call MEMBERS PRESENT:

Daniel Bourdeau – President

Leslie Bell – Vice President

Duane Moody – Treasurer

Rebecca Kelly

Samuel Durante

STAFF PRESENT:

Cheryl Napsha – Library Director

ALSO PRESENT:

Michael McNamara - Library Attorney

Deborah Cooper - Administrative Assistant

2. Citizen Comments

The Board discussed the written citizen comments submitted with the board packet.

3. Consent Calendar

None

4. Guest Presentations

None

5. Business

a. Election of Secretary

Motion to nominate Sam Durante as Secretary

Motion by Decree

Motion by: Moody

Support by: Bell

Bourdeau-Yes

Moody - Yes

Durante - Yes

Bell - Yes

Kelly - Yes

Motion Carries

Motion to close the nomination

Motion by: Bell
Support by: Kelly

Bourdeau-Yes
Moody - Yes
Durante - Yes
Bell - Yes
Kelly - Yes

Motion Carries

b. Employee of the Month

Judy Rankey is recognized as the library's employee of the month for December 2008.

c. Introduction of Rebecca Kelly – New Board Member

d. Approval of Minutes for the regular meeting of October 8, 2008

RESOLVED, to approve the minutes of the October 8, 2008 as presented

Motion by: Moody
Support by: Bell

Bourdeau - Yes
Moody - Yes
Durante - Yes
Bell - Yes
Kelly - Abstain

Motion Carries

e. Approval of the Minutes of October 16, 2008 Strategic Planning Steering Committee Meeting.

RESOLVED, to approve the minutes of the October 16, 2008 as presented

Motion by: Bell
Support by: Durante

Bourdeau - Yes
Moody - Abstain
Durante - Yes
Bell - Yes
Kelly - Abstain

Motion Carries

f. Approval of Bills

Mr. Bourdeau requested that Ms. Napsha set up a Budget Study Session with the Finance Department of the City to review the city income and budget statements.

Motion, to approve payment of bills as submitted

Motion by: Durante

Support by: Moody ;

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Yes

Kelly - Yes

Motion Carries

g. Update on security camera cost/progress - Director

Ms. Napsha received bids from many vendors who had alternative ideas for our security needs. For the vendors who had alternative ideas, Ms. Napsha requested they submit two bids, one for the work outlined in the bid packet and one bid for the alternative ideas.

Mr. Bourdeau set a meeting to review the bids at 6:00pm on December 3, 2008 study session in the library board room.

h. Update on work with external auditors

Brian Camiller from Plante & Moran, the external auditor, came and met with Ms. Napsha, Deborah Cooper and Beth Fixler very briefly to follow up on the suggested controls. We are following the internal controls he gave us two years ago when he was at the Library last.

Mr. Bourdeau wants a review of the findings from the audit and feed back from Plante & Moran as well as from the city.

i. Approval of Library Closings for 2009

Motion, to accept the Library Closings for 2009 as presented

Motion by: Durante

Support by: Moody ;

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Yes

Kelly - Yes

Motion Carries

6. Director's Report

Durante: He has seen that Ms. Napsha has been on quite a few outings and he would like to thank her for all of her hard work and effort and to thank her for her help on the city Play Planet. He would like to encourage everyone to see Play Planet it is quite impressive.

Bell: Would like to express appreciation for all of the information given in the board packet. She was extremely touched by the article by the mother who wrote about Adrian Massey's blog. In Ms Hausman's report she wrote about the visit to the Dorsey Center in November and asked if there have been regular visits. Ms. Napsha stated that Ms. Hausman has been following the school calendar to schedule visits and that she is short staffed at the moment. Ms Bell asked how residents are being notified of the programs at Dorsey, Ms. Napsha said through flyers given at the schools. Ms. Bell also commented on the reports from the staff and how amazed she is with the amount of work they accomplish.

Moody: Asked what kind of response did the Library get to the coffee hours with our State Representative, Richard LeBlanc. The September visit had 12 and the October visit had only 2 because it fell on Columbus Day. Because of the low turnout Mr. LeBlanc was able to attend a program that day. The new Wayne County Commissioner wants to start coffee hours at the library in January.

Kelly: Asked when the Mayor's Fire Side Chats were and what was in the future for them. Ms. Napsha gave the dates of the second Monday of the month and told the board that the morning coffee hours at Big Boys will be moving to the Library in January and that Senator Anderson will be attending also. Ms. Kelly was very impressed with Ms. Napsha's response to the strategic planning and how receptive Ms. Napsha was with the idea.

Bourdeau: Questioned the progress with the new IT person the city is hiring and what fee the city is charging us and what those fees will procure us. Ms Napsha told the board that we are using TLN exclusively and they are helping us weekly. That we have several positions open which will need to be filled in the coming year which will put off the hiring of a tech person for a few months. Mr. Bourdeau is frustrated by the lack of information about the city position and feedback on the staffing issue for an IT person as well as the amount of money we are paying for TLN services. Ms. Napsha has asked for information from the city about the amount of money the library is paying for IT help and how many hours she will get. Mr. Bourdeau would like a letter, in two weeks, with the stated information from the city; Expectation from the city on when the IT person will be hired, verification on the amount the library is spending and how many hours the library will get from this IT person, update on the hiring of the other 3 positions and the IT person for the library.

7. Committee Reports

a. Policy Committee Report

Second reading of Amended Operations Policy

Motion to accept first reading of amended Library Code of Conduct policy Section V to remove bullet pertaining to firearms

Motion by: Bell

Support by: Durante

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Yes

Kelly – Yes

Motion Carries

8. Board Member Comments

Durante: Welcome Rebecca Kelly to the Library Board.

Moody: Welcome to Ms. Kelly. He is very happy to have the director's contract signed, and is satisfied that she is doing a very fine job. Congratulation to Mr. Durante.

Bell: Congratulation to Judy on being named employee of the month for December.

Bourdeau: Congratulation to our employee of the month. Congratulations and thanks to Mr. Durante for being elected. Thank you to Ms. Kelly for joining the board. To Ms. Napsha you are doing a fine job and have improved our image in the eyes of other department and libraries.

Kelly: Thank you for the warm welcome.

9. Miscellaneous handouts

None

10. Next meeting topics

None

11. Adjournment

Motion by: Moody

Support: Bell

RESOLVED, to adjourn meeting @ 8:32 PM

Bourdeau - Yes

Moody - Yes

Durante - Yes

Bell - Yes

Kelly - Yes

Motion Carried