

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, February 27, 2017

1. **CALL TO ORDER:** The meeting was called to order at 7:17 p.m. by Jennifer. Board members present: Al Boyko, Sandra Messing, Jennifer Mulder, Director Andrea Dickson and Executive Assistant Carol Barone. Arrived Late: Jim Lowe. Excused Absent: DeeDee Grant and Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Al to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Al and supported by Sandra to approve the minutes of the January 23, 2017, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Al and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained the budget reports from the City from July to December 2016. Andrea also included a budget update report that showed the accounts as they are currently. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** Andrea discussed the Local Community Stabilization Revenue funding with the group. At the last board meeting Al had asked about outstanding fines and Andrea ran a report that was included in the board packet. The Board will have two vacancies to fill after Al and Jim's terms expire in December. Christie Courier, a regular library patron and former member of the Strategic Planning Committee, agreed to run for one of the positions. Andrea asked the board members for any suggestions for a second trustee and she would reach out to them. The part-time Children's Librarian position has been posted and should be filled by the end of March. Staff have been attending software demos for the Library's ILS system.
8. **UPDATE FROM CITY COUNCIL:** Andrea and Jennifer attended the January 24, 2017 City Council meeting. City Council approved our request to increase the base pay of the library's part-time Library Clerks to \$11 per hour. The City Council had also approved the new salary structure for City employees which affects the salaries of our full-time librarians.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update from the Friends. The board packet contained the minutes of the Friends Quarterly Meeting on January 24, 2017. Andrea mentioned that they are in need of sturdy boxes to store books.
10. **COMMUNICATIONS:** There was one comment about the water pressure of the drinking fountain that was in the board packet this month. DPW has been contacted.
11. **UNFINISHED BUSINESS:**
 - a. **Capital Improvement Projects** – Andrea discussed the progress of the remaining capital improvement projects for this fiscal year. Carpeting has been ordered, the new

countertop in the meeting room has been installed and two new lounge chairs for the quiet study room have arrived. The board packet contained information, pictures and three quotes for the staff workroom cubicles and a discussion was held. A motion was made by Sandra and supported by AI to award the bid to Kentwood Office Furniture based on the overall design and cost. Motion passed unanimously.

The board packet also contained a bid from GVC Painting to paint and repair or remove wallpaper in the remaining public areas. GVC has been the lowest quote in the past and has been very successful in fixing or removing wallpaper without damaging walls. A motion was made by Sandra and supported by AI to waive the bid process and award painting and wallpaper repair or removal to GVC Painting. Motion passed unanimously.

12. NEW BUSINESS:

- a. **Job Description Updates** - Due to the new salary ranges, several updated job descriptions need to be approved by the Board. The board packet contained the updated job descriptions for the Library Page, Library Clerk, Adult Librarian, Children's Librarian, Technology & Support Librarian, Teen & Adult Librarian, and Library Director positions. A motion was made by Sandra and supported by AI to approve all the updated Job Descriptions as presented in the board packet.

- b. **2017/2018 Budget** –The City has not provided us with firm budget numbers yet. Once we receive those numbers from the City a Budget Committee meeting will be scheduled.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

AI: No comment.

Sandra: No comment.

Jim: He asked Andrea if she knew when the last date to RSVP for the Forbidden Art exhibit was. Andrea will check with Stacey at the City.

Jennifer: She asked about the tax capture article included in the board packet. Andrea explained that due to the DDA's debt obligations, the Library cannot opt out of the tax capture at this time.

15. NEXT MEETING DATE: The next meeting is March 27, 2017, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Jim to adjourn the meeting at 7:43 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant