

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, January 23, 2017

1. **CALL TO ORDER:** The meeting was called to order at 7 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Jim Lowe.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Jennifer 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 November 28, 2016, Regular Meeting as written. Motion passed.
5. **PRESENTATION:** Library 2015-16 FY Audit by Nicollette Acho from Plante & Moran. The Library received an unmodified opinion, which is the highest to receive. She discussed key items in the audit. Our fund balance is in good shape. The recommendation is to have 15-30% in the fund balance. We have 32% in our fund balance after our completed capital improvement projects. She commented that it is good that the residents of Wixom are seeing their tax dollars being put to good use.
6. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Mary to approve the expenditures as presented in the board packet. Motion passed.
7. **BUDGET REVIEW:** There was no budget review from the City. A budget update was in the board packet. Andrea explained that this budget update did not include the credit card deposits in the circulation fines and fees account. There were no questions from the Board.
8. **DIRECTOR'S REPORT:** Andrea discussed items in the report. She has been meeting with the City Manager once a month to establish better communication between the Library and the City. A new phone system will be installed throughout the City's departments and according to the City Manager the Library will not be required to pay for a portion of that update. Andrea also discussed the Food for Fines/Food for Thought campaign that runs March 20 through April 28. She would like to offer the opportunity for up to \$5 in overdue fines to be forgiven with the donated food to be given to Hospitality House, which serves Wixom residents, and the Board agreed. The Board asked how much bad debt and overdue fines are outstanding. Andrea will provide the Board with a report on the fines at the next board meeting. They also asked about bringing the Library's 3D printer to the schools. Andrea thought that would be a great idea and would have the Children's and Technology Librarians do that.
9. **UPDATE FROM CITY COUNCIL:** Nothing to report. Andrea will be attending Tuesday's City Council meeting.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The Friends quarterly meeting will be tomorrow.

11. COMMUNICATIONS: In the board packet there was one movie purchasing suggestion.

12. UNFINISHED BUSINESS:

- a. **Capital Improvement Projects** – Andrea discussed the FY 2016-17 capital improvement projects and provided samples, floor plans, quotes, and a spreadsheet with estimated costs for each potential capital improvement project for this year. Based on the initial numbers it appears that we will be able to complete both the carpeting and workstation replacements in the staff area this fiscal year with money from the fund balance. The Library will continue to maintain the fund balance at 30% of the Library’s budget. A motion was made by Mary and supported by Al to waive the bid process on the staff workroom carpeting and have Library Design continue with the carpeting project, approve two new chairs for the quiet study room, approve a granite countertop in the meeting room, and the “exclusive plum” paint color. Motion passed.

13. NEW BUSINESS:

- a. **Election of Officers and formation of committees** - Officers were nominated and presented as follows: President – DeeDee was nominated by Mary and supported by Al. Vice President – Jennifer was nominated by Mary and supported by Al. Secretary – Sandra was nominated by DeeDee and supported by Mary. Treasurer – Mary was nominated by Jennifer and supported by Al. A motion was made by Al and supported by Sandra for the committees to be formed as presented: Budget Committee: Mary, Al and Jennifer. Personnel Committee: DeeDee and Sandra. Motion passed. No Building Committee will be formed.
- b. **2017 & 2018 Holiday closings for TLN shared system calendar** – The board packet contained a list of the 2017 and 2018 holiday closures. Andrea recommends and the Board agrees that the 2017 calendar will remain as it was originally approved at the January 25, 2016 board meeting. A motion was made by Sandra and supported by Mary to approve the 2018 holiday closing dates as presented in the board packet. Motion passed.
- c. **FT Wages** – The Wage and Salary Committee met on December 20, 2016 and recommended instituting a new non-union salary structure for full-time librarians. A discussion was held to decide when the new full-time wage structure will take effect. A motion was made by Mary and supported by Al to approve the new FT Wage structure as documented in the board packet effective February 1, 2017. Motion passed unanimously.
- d. **Budget Amendments** – The board packet contained mid-year Budget Amendments and Andrea discussed them with the group. A motion was made by Mary and supported by Al to approve the Budget Amendments presented. Motion passed.
- e. **Lost or Damaged Materials Policy Revision** – Andrea discussed the changes to the Lost or Damaged Materials Policy. A motion was made by Jennifer and supported by Mary to approve the Lost or Damaged Materials Policy Revision as printed in the board packet. Motion passed.

14. CALL TO THE PUBLIC: No public present.

15. BOARD MEMBERS’ COMMENTS: There were no comments from the Board members.

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

APPROVED: 2/27/2017

17. ADJOURNMENT: A motion was made by Jennifer and supported by Sandra to adjourn the meeting at 8:03 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant