

WIXOM PUBLIC LIBRARY

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

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Jennifer. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: DeeDee Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Mary to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Mary and supported by Al to approve the minutes of the February 27, 2017, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Sandra and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The City did not provide a budget review report this month. Andrea included in the board packet 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 progress of the capital improvement projects. Our new part-time Children's librarian, Lauren, will start on April 5. The lease on our public copy machine ends in June and Andrea obtained quotes. Applied Imaging came in with a significantly lower lease amount and we will have the option of keeping the machine after the lease term or leasing a new machine. Andrea and Hannah will be creating a new website and asked the Board for their suggestions for content. A suggestion to include staff pictures to the website was made.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, Friends President, passed out a History of Gifts to the Library report starting from 1978. She discussed the items in the report as well as an income summary. The Board thanked the Friends for all their hard work and financial support to the library. The Spring Book Sale will be May 3-6 and the Silent Auction will be April 17-29. Jane asked the Board that if they had any collectable items they would like to donate for the Silent Auction to bring them in. She also asked for any volunteer help for the Book Sale especially with set-up and take-down days.
10. **COMMUNICATIONS:** There were four comments that were in the board packet this month. Two were suggestion comments, one compliment and one nice letter complimenting one of our clerks, Jasmine, "for going above and beyond the call of duty." Andrea and the Board discussed employee recognition and self-checkout machines.
11. **UNFINISHED BUSINESS:**
 - a. **FY2017-18 Budget** – The City provided Andrea with tax revenue and fringe benefit figures. We are still waiting on retirement costs. The packet contained wage and fringe

benefit information for current staff and a report of estimated expenditures. The Budget Committee will meet immediately after tonight's board meeting to discuss the FY2017-18 Budget.

12. NEW BUSINESS:

- a. **Establishment of a Public Hearing date to adopt the 2017-18 Library Budget** – The Library Board is required to hold a public hearing on the proposed FY2017-18 Library budget and the Board must adopt the budget prior to the May 23rd City Council meeting. A motion was made by Mary and supported by Sandra to approve the establishment of a Public Hearing on May 22, 2017 at 6:30 p.m. to adopt the FY2017-18 Library Budget. Motion passed.
- b. **Budget Amendments** – The City negotiated a 2.5% raise for staff and that would include full-time Library staff for this fiscal year and next year. Per our contract with the City, the Library Board approves any raises for the Library Director. A motion by Sandra and supported by Al to approve the raise for the Library Director. A roll call vote was held: Al – yes, Jim – yes, Sandra – yes, Mary – yes, Jennifer – yes. Motion passed unanimously.

Andrea discussed the budget amendments to even out the accounts that were included in the board packet. We received significantly more revenue from Local Community Stabilization funding than budgeted. This allows us to use less from the Fund Balance to complete the planned capital improvement projects as well as increasing several other accounts to purchase community programming materials and additional books and A/V materials. A motion was made by Sandra and supported by Al to approve the Budget Amendments as presented in the board packet.

13. CALL TO THE PUBLIC: Jane Kleban asked Andrea for clarification if the millage renewal goes into effect in July. Andrea explained that it did at the same 1.08 mill rate.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Sandra: The Forbidden Art reception was a great event. If the opportunity arises to host another event like that we should take advantage of it.

Jim: S is as smart as A.

Jennifer: Thank you to the City of Wixom DDA & Wixom Foundation for the Forbidden Art exhibit and reception. The reception program was nicely done.

15. NEXT MEETING DATE: The next meeting is April 24, 2017, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Al to adjourn the meeting at 7:35 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant