

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, February 22, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 6:59 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Sandra Messing, Jennifer Mulder. Excused Absent: Mary Proper and Director Cindy Mack. Andrea Dickson, Librarian, filled in for Cindy Mack.
2. **APPROVAL OF AGENDA:** A motion was made by Al and supported by Jennifer to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** Wayne Glessner and Rich Ziegler were in attendance. Introductions were made but no comments were made at this time.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Al to approve the minutes of the January 25, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Al to approve the expenditures as presented in the Board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update was in the Board packet. The City had sent a Budget Review of July, 2015 after the Board packet was distributed. That was passed out to the group at the meeting. There were no questions or comments from the Board.
7. **DIRECTOR'S REPORT:** Andrea Dickson discussed items that were in the Board packet. Six new computer replacements will be arriving on Tuesday. The Library is having issues with our patron log-in software. The computers have been updated and we are working diligently with TLN to fix this issue. Andrea talked about the Mini Golf Fundraiser that will be on March 19. She asked the Board if they knew of a business, organization or family that might be interested in sponsoring a hole with a donation of \$100 to please contact Cindy.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends of the Library was in attendance and there was no update.
10. **COMMUNICATIONS:** There was one suggestion and one comment with Cindy's responses that were included in the Board packet this month.
11. **UNFINISHED BUSINESS:**
 - a. **Mobile Wi-Fi Hotspots** – The Board discussed the Mobile Wi-Fi Hotspot policy that was included in the Board packet. The Friends had purchased one mobile Wi-Fi Hotspot and the Board had requested that Cindy investigate the costs of the Library purchasing a second Hotspot as well as the checkout policies of other libraries for such an item. Because the replacement fee was much lower than expected and Cindy's research determined that other libraries are not charging a deposit, the Board decided to remove the \$25.00 deposit from the proposed policy. The Board decided that Hotspots will be checked out without a deposit for a 3 month trial period and then re-evaluated to see if a deposit is necessary. A motion was made by Sandra and supported by Al to approve the

amended Mobile Wi-Fi Hotspot policy and to purchase a second Wi-Fi Hotspot. Motion passed.

12. NEW BUSINESS:

a. **Technology Plan** – The Board had reviewed the Technology Plan that was included in the Board packet. Andrea explained that this is a guideline for planning and budgeting for future technology needs and is an update from a plan written in 2012. There was a question raised about how many computers are replaced at a time. Andrea explained that computer replacements occur staggered with about 4-6 at a time, with the oldest, most outdated or troublesome computers being replaced in a given year. A motion was made by Al and supported by Sandra to approve the Technology Plan as presented in the Board packet. Motion passed.

b. **2016/2017 Budget** – Andrea read a statement from Cindy regarding the 2016/2017 Budget. The City doesn't have the budget estimates from the County yet. Cindy will be scheduling a budget committee meeting in March after the tax appeals and the figures come in from the City.

13. **CALL TO THE PUBLIC:** Wayne Glessner asked the Board about our 3-5 year financial plan knowing that the Library will be going up for a millage renewal. Al Boyko and DeeDee Grant discussed our last audit results and that we have a very healthy fund balance and are doing very well for a library of this size. During the economic downturn we had to cut our budgets and even with that we were able to save money in our fund balance to prepare for the possibility of an extended recession. Cindy has a Capital Improvement plan in place for the next 5 years for needed improvements in technology and necessary building needs. Many items people may notice have recently been accomplished such as the painting, phase one carpet and bathroom project. Sandra Messing talked about the Strategic Planning Committee purpose and its mission is to provide a 5 year vision for the Library. She discussed what the community wants the Library to focus on. Wayne Glessner also asked about the Library's wages and DeeDee Grant responded by saying the last two employees that retired were on the old wage plan. All the current employees are on the new retirement plan. DeeDee also stated that the Library employees are leased from the City and the Board can offer suggestions on wages, but the final determination is made by the City and the Wage Committee. Numbers aren't available from the City, but we know Cindy has been working on the budget and millage renewal and she would be able to answer specific questions. It was suggested that Wayne contact Cindy directly.

14. BOARD MEMBERS' COMMENTS:

Al: Glad to meet both of you.

DeeDee: Thank you for attending this meeting.

Sandra: No comment

Jennifer: No comment.

Jim: No comment.

15. **NEXT MEETING DATE:** The next meeting is March 28, 2016, Regular Meeting at 7:00 p.m.

16. **ADJOURNMENT:** Since there was no further business the meeting adjourned at 7:26 p.m.

Respectfully submitted,
Carol Barone, Administrative Assistant