

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 25, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7 p.m. by Mary. Board members present: Al Boyko, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Director Cindy Mack, Children's Librarian Sara Fifield. Excused Absent: Jim Lowe.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by DeeDee 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 DeeDee and supported by Al to approve the minutes of the November 23, 2015, Regular Meeting as written. Motion passed.
5. **PRESENTATION:** Library 2014-15 FY Audit by Nicollette Acho and Nicole Walters, Plante & Moran. The Library received an unmodified opinion, which is the highest to receive. There was only one concern the auditors wanted to address; communication with the City regarding non-cash transactions (donations) should be improved. A discussion was held with regards to GASB 68 and OPEB costs, in addition to the Library's fund balance. MERS pension costs will be going up as much as 50% July 2017. The fund balance stands at 40%, but the Library is spending it down in FY15-16 and the Board hopes to keep it at 30%, which the auditors feel is healthy.
6. **APPROVAL OF EXPENDITURES:** A motion was made by DeeDee and supported by Al 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.
8. **DIRECTOR'S REPORT:** Cindy discussed items that were in the board packet. E-rate funding came in almost double what was budgeted. Cindy will begin preparing the FY16-17 budget within the next few weeks. She is hopeful that the economy in Wixom is continuing to improve. Cindy provided the Board with an updated list of the goals accomplished this fiscal year.
9. **UPDATE FROM CITY COUNCIL:** None. Cindy will prepare communication to the City Council in February to let them know the Library will be going up with their millage renewal request in August 2016.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban was in attendance. The board packet contained the Friends January Quarterly Minutes and a list of the History of Gifts to the Wixom Public Library. There were no questions from the Board.
11. **COMMUNICATIONS:** There were no suggestions or communications this month.
12. **UNFINISHED BUSINESS:** There was no previously unfinished business.
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 Sandra. Vice President –Sandra was nominated by DeeDee and supported by Al. Secretary – Jennifer was nominated by Mary and supported by DeeDee. Treasurer – Mary was nominated by DeeDee and supported by Al. A motion was made by Sandra

and supported by Al for the committees to be formed as presented: Budget Committee: Mary, Al and Jennifer
Personnel Committee: DeeDee, Sandra and Jim. Motion passed. No Building Committee was formed.

- b. 2016 & 2017 Holiday closings for TLN shared system calendar** - A motion was made by DeeDee and supported by Jennifer to approve the updated 2016 holiday closing dates and the 2017 holiday closing dates as presented in the Board packet with two modifications. The Library will remain open on Monday, December 26, 2016 and Monday, January 2, 2017, but will provide FT staff with a floating holiday for those dates. Motion passed.
- c. Capital Improvement Projects** – Cindy is getting additional fabric samples for the 4 new lounge chairs. The painting project should begin sometime in February. Cindy is recommending using a portion of the fund balance to carpet the Children’s area of the Library and to replace 6 public computers. The Board was presented with various carpet samples, and a discussion ensued with regards to the layout and current design features of the area, the current color scheme and possible color choices, etc. The Board chose the Purl carpet sample with accent blocks for the majority of Children's area, but they would like to put Shadow Gray in the Story Time Room with no accent blocks. A motion was made by Sandra and supported by DeeDee to award Library Design Associates the Youth Room Carpeting Project at a cost not to exceed \$35,185. Motion passed.
- d. Potential New Service – Wireless Hotspots** – The Friends of the Library will be providing funding for the Library to get a mobile hotspot for one year. The hotspot will be used at various outreach events, etc. The Board is interested in possibly lending out hotspots, but they would like to know if other libraries are requiring a deposit fee for the devices and whether that fee would be via a credit card or cash. In addition, if it is through a credit card, how will this affect PCI compliance? Cindy will investigate this further and provide the Board additional information at next month’s meeting.
- e. Budget Amendments** – A motion was made by Jennifer and supported by Al to approve the Budget Amendments as documented in the Board packet. Motion passed.
- f. Policy Revisions and Review of Board Bylaws (QSAC)** - A motion was made by Sandra and supported by Al to approve the Collection Development and Library Card Policy Revisions as documented in the Board packet. Motion passed. The Board isn’t recommending any changes to the bylaws at this time.

14. **CALL TO THE PUBLIC:** Jane Kleban asked for clarification with regards to the company the Library will be using for the mobile hotspots; in addition she asked when the Strategic Plan was approved by the Board, when the previous City minutes would be available to the general public and clarification on an item the auditors discussed.

15. **BOARD MEMBERS’ COMMENTS:**

Al: No comment.

DeeDee: No comment.

Sandra: Appreciates the ACT/SAT test prep courses the Library is offering to teens. Her son attended the ACT test prep and will be attending the SAT test prep in March. She loves the mobile hotspot idea.

Jennifer: No comment.

Mary: No comment.

16. **NEXT MEETING DATE:** The next meeting is February 22, 2016, Regular Meeting 7:00 p.m.

17. **ADJOURNMENT:** A motion was made by DeeDee and supported by Sandra to adjourn the meeting at 8:24 p.m. Motion passed.

Respectfully submitted,
Sara Fifield, Children’s Librarian
Acting on Behalf of Carol Barone, Administrative Assistant