

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting **Monday, June 27, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Jim Lowe, Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** Requested by Cindy to add “d. Staffing Updates” under New Business to the agenda. A motion was made by Jennifer and supported by Al to approve the agenda as amended.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Al to approve the minutes of the May 23, 2016, Closed Session as written. A motion was made by Sandra and supported by Al to approve the minutes of the May 23, 2016, Regular Meeting as written. A motion was made by Sandra and supported by Jennifer to approve the minutes of the May 23, 2016, Special Meeting as written.
5. **APPROVAL OF EXPENDITURES:** Cindy noted that all public computers have now been replaced. A motion was made by Jennifer and supported by Sandra to approve the expenditures as presented in the board packet.
6. **BUDGET REVIEW:** The board packet contained the March, April and May budget report and an estimated budget update through end of May. Cindy discussed the budget with the board.
7. **DIRECTOR’S REPORT:** Cindy talked about the successful wireless hotspots service. She discovered that we could obtain a significant discount through the Mobile Beacon donation program at TechSoup that provides 4G LTE mobile broadband hotspots to eligible nonprofits, charities, schools, and libraries throughout the United States. There is an initial \$60 administration fee and the cost per hotspot is only \$10 per month. Cindy recommended that we switch to the Mobile Beacon donation program at TechSoup and the board agreed. Beginning the next fiscal year we will purchase 5 hotspots at a total cost of \$600 per year utilizing Sprint and cancel the service agreement for the two hotspots we currently use through Sprint. The board discussed revising our hotspot policy since we will increase the number of hotspots and can provide a longer checkout for them. At the next board meeting Cindy will provide the board with a revised hotspot policy. Summer Reading Programs have begun. Patrons are utilizing Beanstack the online summer reading component. DeeDee commented that working parents would like more evening programs and Cindy said that it is too late to add more evening programs this summer but we would look into that for next year.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report. Cindy, Al and Jane Kleban attended the last City Council meeting and there was nothing to report.

9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained an update of the Children's Sidewalk Book Sale summary. Over \$300 was raised to purchase supplies for the Summer Reading Program.
10. **COMMUNICATIONS:** There were no communications this month.
11. **UNFINISHED BUSINESS:**
 - a. **Millage Renewal** – Jane Kleban, chair of the citizens Millage Campaign Committee, was present and provided the group with an update. Al suggested that our signs say “no new taxes” and that this was a “millage renewal and not an increase”. The yard signs will have “renewal” in bold print and the postcards will have information showing that this is a renewal of our current millage and not a tax increase.
 - b. **PT Library Pay Request Update** – Pat Beagle has been appointed to the Wage and Salary committee. Cindy hopes to have an update from the City at July's meeting.
12. **NEW BUSINESS:**
 - a. **FY 2015-2016 Budget Amendments** – Cindy discussed the budget amendments to even out the accounts that were included in the board packet. A motion was made by Jennifer and supported by Sandra to approve the Budget Amendments as documented in the board packet. Motion passed.
 - b. **Request August 3, 2016 Special Meeting** – Cindy discussed the need for a special meeting to be held if the millage renewal doesn't pass on August 2. This meeting will be cancelled if the millage passes. A motion was made by Sandra and supported by Al to approve the request for a Special Meeting on August 3, 2016 at 6:30 p.m. to consider options if the millage doesn't pass.
 - c. **FY 2016-2017 Capital Improvement Projects** – One of the requests of the Strategic Planning Committee was to provide more seating at the Library. Cindy provided fabric swatches and has requested additional samples. The board decided to wait until the next board meeting to pick out fabric for the chairs in the Children's area. The next phase of carpet replacement can be started. A motion was made by Al and supported by Sandra to approve waiving the competitive bid process and award Library Design's proposal not to exceed \$6,208 for carpet replacement in the meeting room, Director's office and quiet study area.
 - d. **Staffing Updates** – Cindy discussed staffing solutions for the Library when she leaves on August 2. The Part-time Children's Assistant position is available. Cindy proposed making the position a Part-time Library Assistant and provided a revised job description showing more emphasis on technology, marketing and assisting in other areas in the Library. She also provided the group with the revised Part-time Administrative Assistant job description. The job responsibilities for this position have changed considerably since it was created in 2011. After reviewing the job responsibilities the board recommended changing the title of this position to a Part-time Executive Assistant position. A motion was made by Sandra and supported by Jennifer to approve the revised job descriptions and salary ranges for the Part-time Library Assistant and the Part-time Executive Assistant effective July 1. Motion passed. When Cindy leaves, Andrea Dickson will be Interim Director therefore leaving a shortage at the Library. Cindy suggested hiring a temporary Adult Services Librarian. A motion was made by Jennifer and supported by Al to hire a temporary Adult Services Librarian. Motion passed.

13. CALL TO THE PUBLIC: No comments from the public.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Jennifer: No comment.

Sandra: No comment.

DeeDee: No comment.

15. NEXT MEETING DATE: The next meeting is July 25, 2016, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Al to adjourn the meeting at 8:07 p.m.

Respectfully submitted,
Carol Barone, Administrative Assistant