

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, March 28, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Absent: Sandra Messing.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Mary to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments.
4. **APPROVAL OF MINUTES:** A motion was made by Mary and supported by Al to approve the minutes of the February 22, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Jennifer to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget report from the City for August and September. Cindy also included a budget update showing that our balances are right where they should be for this time in our fiscal year. There were no questions or comments from the Board.
7. **DIRECTOR'S REPORT:** Cindy wanted to thank the Lions Club for their donation to the Library. The funds will be used for additional eBooks. She also discussed the upcoming programs and summer reading programs with the group. The patron printer quit working and we had to replace it. We will have a booth at the Farmer's Market that will have a pop-up library set up for patrons to check out books and access downloadable resources. The Library will be making our mobile hotspots available to the public beginning on April 1st.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, wanted to congratulate the Library on the successful Mini-Golf event. The Spring Silent Auction will take place on April 18-30. The Spring Used Book Sale will occur May 4 - 7. The Children's Sidewalk Sale will be on June 21.
10. **COMMUNICATIONS:** There was one comment included in the board packet this month.
11. **UNFINISHED BUSINESS:**
 - a. **FY2016-17 Budget** – The Budget Committee met on March 21 to review the proposed budget and they recommended no major changes. The board packet contained a budget worksheet and detailed description of each library account for the board to review. Cindy discussed the proposed budget in detail with the group. The proposed FY2016-17 budget is a balanced budget that does not include using any additional funding from our fund balance. We will continue to maintain a healthy fund balance.
12. **NEW BUSINESS:**
 - a. **Establishment of a Public Hearing date to adopt the 2016-17 Library budget** – The Library Board is required to hold a public hearing on the proposed 2016-2017 Library

budget and the Board must adopt the budget prior to the May 24th City Council meeting. A motion was made by Mary and supported by Al for a public hearing to be held on Monday, May 23, 2016 at 6:30 p.m. to adopt the 2016-2017 Library budget to be followed by the Regular Meeting at 7:00 p.m. Motion passed.

- b. Adoption of 2016 Millage Renewal Ballot Language** – The board packet contained the Resolution to Approve Library Ballot Language Proposal along with the actual wording of the proposal that will be on the August 2 ballot. A motion was made by Mary and supported by Al to approve the 2016 millage renewal ballot language as presented in the board packet. Motion passed.
 - c. Budget Amendments** –The board packet contained the Budget Amendments, a detailed Technology Inventory and an updated Capital Improvement Plan. Cindy discussed the 7 remaining public area computers that need to be replaced. A motion was made by Mary and supported by Al to approve the Budget Amendments as presented in the board packet. Motion passed.
 - d. Revised Job Descriptions (QSAC)** – The Library Assistant, Youth Services and the Children’s Librarian job descriptions were updated and included in the board packet. Cindy discussed those changes with the group. A motion was made by Jennifer and supported by Jim to approve the revised job descriptions. Motion passed.
13. **CALL TO THE PUBLIC:** Jane Kleban asked Cindy to clarify what the Public Hearing in May was about. Cindy explained that every year a public hearing is held to give residents the opportunity to comment on the proposed budget and for the Board to formally approve it. Jane also had questions regarding the millage renewal. Cindy clarified that our millage is a renewal of our expiring millage that will be on the August ballot. It is not a part of the City’s millage renewal request that will be in November. Cindy read the ballot language to the group. As stated in the ballot language, there is a very small portion of this millage, as it is with other millages, that is required to be distributed to the City of Wixom Downtown Development Authority and the Oakland County Brownfield Redevelopment Authority.
14. **BOARD MEMBERS’ COMMENTS:**
- Al: No comment
 - DeeDee: I’m sorry that I missed the mini-golf event. Thank you to the Friends and the other sponsors for their support.
 - Jennifer: I attended the Great Foodini program along with my son and it was great multi-generational event. I would like to give Karla a special thank you.
 - Jim: No comment.
 - Mary: No comment.
15. **NEXT MEETING DATE:** The next meeting is April 25, 2016, Regular Meeting at 7:00 p.m.
16. **ADJOURNMENT:** Since there was no further business the meeting adjourned at 7:45 p.m.

Respectfully submitted,
Carol Barone, Administrative Assistant