

# **WIXOM PUBLIC LIBRARY**

## **Board of Trustees**

### **Minutes of Regular Board Meeting** **Monday, November 28, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Jennifer. Board members present: Al Boyko, Jim Lowe, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (DeeDee) Grant. Arrived Late: Sandra Messing.
2. **APPROVAL OF AGENDA:** A motion was made by Al and supported by Mary 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 Al and supported by Mary to approve the minutes of the October 24, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Al and supported by Mary to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget report was not available from the City. The board packet contained a budget update showing account activity for FY 2016-2017. There were no questions or comments from the board regarding the update.
7. **DIRECTOR'S REPORT:** A representative from Plante Moran will be at the January board meeting to present the final 2015-2016 Audit. Andrea thanked the Friends for providing the start-up fee for Hoopla and she discussed the controls that are in place to restrict content to minors. Andrea talked about the staffing update with Ashley and Hannah. Andrea also discussed the Forbidden Art exhibit (artwork created by Nazi concentration camp prisoners) that will be displayed in the Library from March 20 through April 6. If anyone is interested in sponsoring a piece of artwork please contact Stacey Banks at the City. She also discussed the SAY Detroit Play Center program. We will be collecting gently-used books (reading levels K-12) for SAY Detroit through January 20. There is a collection box set-up by the aquarium for those donations.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** At their November meeting the Friends graciously approved funding for a large number of our programs this winter, the yearly licensing fee to show movies and will sponsor a piece of artwork at the Forbidden Art exhibit. The Friends will also be selling cookies at the Holiday Markt this weekend.
10. **COMMUNICATIONS:** There was one suggestion that was included in this month's board packet.

11. UNFINISHED BUSINESS:

- a. **PT Library Pay Request Update** – Andrea provided the board with a Library Base Pay Report giving an overview of the need to increase the base pay of the part-time Library Clerks. The report details the changes to Michigan’s Minimum Wage law, wage comparisons from neighboring libraries and our current staffing structure. This report will serve as a written request to the Wage & Salary Committee to increase the base pay of the Library’s part-time clerks. The board reviewed the report and offered one suggestion. Andrea will submit the report to Clarence Goodlein to present to the Wage & Salary Committee at their meeting.

12. NEW BUSINESS:

- a. **Presentation of Annual Report** – The board packet contained a draft of the Annual Report for the board to review. The board liked the design and content.
- b. **PNC Credit Card Resolution** – Our credit card agreement with PNC is outdated and we need to apply for a nonprofit credit card. PNC requires a “Resolutions For Extensions of Credit And Incumbency Certificate” be completed, approved and signed by the Library Director and members of the Library Board. The board packet contained this certificate for the board to review. A motion was made by Sandra and supported by Al to approve the Resolutions for Extensions of Credit and Incumbency Certificate for the PNC Credit Card as written. Motion passed.
- c. **Capital Improvement Projects FY 2016-17** – The board packet contained a report showing our Capital Improvement Projects along with the Original 2016-17 Plan and the Proposed Updated Plan. Andrea discussed the projects and budget and asked for the board’s feedback. Andrea will obtain quotes for wallpaper repair/painting, replacing countertops, staff workroom carpet, cubicles and furniture. After quotes are received the board will discuss capital improvement projects for FY 2016-17 at January’s board meeting.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS’ COMMENTS:

Sandra: No comment.

Mary: No comment.

Jennifer: No comment.

Jim: “Reading gives us someplace to go when we have to stay where we are.” This is a quote from Mason Cooley.

Al: That was a very nice job on the Annual Report. With the Christmas season coming up I would like to wish everyone a nice Christmas holiday.

15. NEXT MEETING DATE: The next meeting is January 23, 2017, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Al to adjourn the meeting at 7:27 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant