

# WIXOM PUBLIC LIBRARY

## Board of Trustees

### Minutes of Regular Board Meeting Monday, October 24, 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, Sandra Messing, Jennifer Mulder, Interim Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Al to approve the agenda as presented. Motion passed.
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 September 26, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The 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.
7. **DIRECTOR'S REPORT:** Andrea discussed items in the board packet that included upcoming programming and our participation in the City's Holiday Markt on December 2<sup>nd</sup> and 3<sup>rd</sup>. She also updated the group with the progress of the 2015-2016 Audit that Plante Moran will be presenting at the January board meeting.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban gave the group an update on the Silent Auction and the Fall Book Sale. The Silent Auction sold 28 items for \$277. The Book Sale collected \$3,622. The Board thanked the Friends for their hard work. The Friends quarterly meeting will be held November 1.
10. **COMMUNICATIONS:** There were two suggestions and one compliment that were included in this month's board packet.
11. **UNFINISHED BUSINESS:**
  - a. **PT Library Pay Request Update** – The board president, DeeDee distributed a draft of the letter requesting the Wage and Salary Committee meet to discuss pay increases for the Part-time Library staff. She asked for feedback from the board members. There was one suggestion that will be added to the letter. DeeDee will send the revised letter along with the ongoing correspondence to the City.

- b. **Director Position** – The Personnel Committee has met and reviewed Andrea’s qualifications. They recommend Andrea Dickson to be appointed Director. A motion was made by Al and supported by Jennifer to appoint Interim Director Andrea Dickson as Library Director. Approved unanimously.

12. NEW BUSINESS:

- a. **Meeting Dates for 2017** – The board packet contained a schedule of the 2017 Library Board Meeting Dates. A motion was made by Jennifer and supported by Sandra to approve the 2017 Meeting Dates as written.
- b. **Part-time Children’s Librarian Job Description** – Andrea has been evaluating our staffing needs. Since June there has been a vacant Library Assistant position and she is proposing creating a part-time Children’s Librarian position to fill this vacancy. The proposed job description was included in the board packet for the board to review. A motion was made by Sandra and supported by Al to approve the Part-time Children’s Librarian Job Description as written.
- c. **Potential New Service: Hoopla** – Andrea discussed a new electronic resource service called Hoopla with the group. It offers eBooks, audiobooks, music, graphic novels, TV shows, and movies for download and/or streaming. Initially the price was cost prohibitive for a library of our size but TLN recently secured cooperative pricing at a very reasonable rate. The Friends have offered to pay the initial \$1,000 to start the service and Andrea thanked the Friends. A discussion was held and a question about if there are restrictions on youth accessing adult content was presented. Andrea will find out what controls are in place.
- d. **Indoor Library Signage** – Sandra talked about making signs throughout the library with quotes from famous people. The signs could also include a picture of the person with added information. Sandra asked for quote suggestions from the group and if the library staff has any ideas. Sandra also mentioned a quote that Jim had said at a previous meeting. Andrea will create signs as discussed and investigate frame options.

13. CALL TO THE PUBLIC: Jane Kleban asked Andrea if she could provide figures on our budget and what the millage will collect. Andrea discussed the process of tax collection and provided those figures. Jane also asked Andrea about the sign in the Teen area.

14. BOARD MEMBERS’ COMMENTS:

Jennifer: No comment.

Al: No comment.

Jim: Thank you to the Friends for all you do.

DeeDee: Thank you to the Friends for all the work you do for the Library.

Sandra: I second that.

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

16. ADJOURNMENT: A motion was made by Jennifer and supported by Sandra to adjourn the meeting at 7:34 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant