

# **WIXOM PUBLIC LIBRARY**

## **Board of Trustees**

### **Minutes of Regular Board Meeting** **Monday, September 26, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Sandra. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Mary Proper, Interim Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (DeeDee) Grant and Jennifer Mulder.
2. **APPROVAL OF AGENDA:** A motion was made by Mary and supported by Al 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 August 22, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Al 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. The State Aid check has arrived and that amount plus the Penal Fines are showing on the FY 2016-2017 budget update. Those amounts will be transferred to the correct fiscal year 2015-2016 by the City.
7. **DIRECTOR'S REPORT:** The Library will be closed until 1:00 p.m. on Wednesday, October 5 for City Hall and Community Center employee training on the City of Wixom campus. The police will be closing access to the entire complex with no pedestrian or vehicle traffic until 1:00 p.m. on that date. Signs have been posted at the Library and on the Library's website notifying the public that we will open at 1:00 p.m. on Wednesday, October 5.

Andrea wanted to thank the Meijer Wixom store for their generous \$500 gift card that will be used to purchase programming supplies for the Library.

Andrea discussed that mobile printing will soon be available to patrons with Windows, Mac, Android and iOS devices. She explained that it will require the use of a print release station for all print jobs and that TLN should be installing it in October.

TLN has issued a Request for Proposal (RFP) for the shared automated system (ILS) that includes the staff software for checking out materials and the patron online catalog. Andrea will be attending a focus group meeting and asked the board what features they would like to see in an ILS that she could present at the meeting.

Sandra asked Andrea about the School Outreach program. Amanda, the Teen Librarian, conducted class visits and distributed "teacher connection" folders to give information to the teachers about the resources we have available to them and their students.

8. UPDATE FROM CITY COUNCIL: Andrea and Al attended the City's Millage Renewal Town Hall Meeting. They gave a brief overview of that meeting to the group.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends was present. Andrea reminded the group of the Silent Auction to be held October 3-15 and the Fall Book Sale from October 19 through 22. The Friends are looking for volunteers to help with the sales. If they wanted to volunteer or knew of anyone that wanted to volunteer please contact Jane Kleban or Andrea.
10. COMMUNICATIONS: There was one comment this month in the board packet.
11. UNFINISHED BUSINESS:
  - a. **PT Library Pay Request Update** – The board president's draft of the letter to the city was not available for the board to review so this item was tabled until the next board meeting.
  - b. **Director Position** – The position was posted internally until September 10 and the Personnel Committee has met. The board decided to wait until the next board meeting to vote on the Director position since a member of the personnel committee was not present.
12. NEW BUSINESS: There was no new business this month.
13. CALL TO THE PUBLIC: No public present
14. BOARD MEMBERS' COMMENTS: There were no comments from the board members.
15. NEXT MEETING DATE: The next meeting is October 24, 2016, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Al and supported by Mary to adjourn the meeting at 7:21 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant