

**WIXOM PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
Monday, January 27, 2014**

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Jim. Board members present: Jim Lowe, Al Boyko, Traci Lampela, Mary Proper, Delores Grant, Jennifer Mulder, Director Cindy Mack and Stephanie Charlefour, Tween and Teen Librarian, substituting for Carol Barone.
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 comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Al and supported by Mary to approve the minutes of the November 25, 2013, Regular Meeting as written. Motion passed.
5. **PRESENTATION: LIBRARY 2012-13 FY AUDIT BY BRIAN CAMILLER, PLANTE & MORAN.** Mr. Camiller presented the Library's 2012-2013 fiscal year Financial Report. Mr. Camiller explained there were no deficiencies in the audit, which is rare. He complimented Cindy and the Wixom Public Library as being in the top five percent of his clients. With the vote in August to dissolve personal property tax, the library has a potential to lose \$127,000 by the end of 2023. Mr. Camiller encouraged the Board and Cindy to start preparing and considering for this now.
6. **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.
7. **BUDGET REVIEW:** The Board reviewed the budget report as presented in the Board packet.
8. **DIRECTOR'S REPORT:** Cindy shared her report as presented in the Board packet. She thanked Meijer for their generous donation of the \$3,000 in kind gift card donation. She also thanked the Wixom Moms' Club for their donation which will also go towards children's programming. Karin Caporale has officially retired and Karla Gibson has been promoted up to full time. The part time adult services librarian has been posted. During her maternity leave, Cindy was able to complete the State Aid report.
9. **UPDATE FROM CITY COUNCIL:** Jennifer and Mary were sworn in as Board members at the December meeting. Delores was sworn in separately because she was ill. No other updates.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jaue Kleban, President of the Friends, talked about the upcoming Candy Land Live Fundraising effort and Basket Raffle event in April. She also updated the Board on the Friends 2013 budget. Their income was \$12,317 and their expenses were \$11,844. Thus far, they have raised \$5,657 for the Million Penny Campaign, including the Meijer gift card donation.
11. **COMMUNICATIONS:** One patron recommendation as presented in the Board packet. No other communications.
12. **UNFINISHED BUSINESS:** There was no previously unfinished business.
13. **NEW BUSINESS:**

- a. **Employee Leasing Services Agreement and Increase in Library Staff Wages:** Mr. Tony Nowicki, the Wixom City Manager explained that the non-union city employees received raises on December 31, 2013. He feels that the library staff should be included in this per the Leasing Agreement. A motion was made by Al and seconded by Traci to table this discussion until the February Board meeting to allow time for the personnel committee to review the agreement and report a recommendation back to the Board.
- b. **Election of Officers and formation of committees** – Officers were nominated and presented as follows: President -Traci was nominated by Al and supported by Jim. Vice President - Mary was nominated by Al and supported by Traci. Secretary - Jennifer was nominated by Jim and supported by Al. Treasurer - Al was nominated by Jim and supported by Traci. Motions passed unanimously. A motion was made by Mary and supported by Traci for the committees to be formed as presented: Budget Committee: Al, Delores and Mary, Personnel Committee: Traci, Jennifer and Jim. Motion passed. No Building Committee was formed.
- c. **2015 Holiday closings for TLN shared system calendar** - A motion was made by Jennifer and supported by Mary to approve the 2015 Holiday closing dates as presented in the Board packet. Motion passed.
- d. **Candy Land Live Million Penny fundraising activity-** The Candy Land Live Activity was presented to the Board. A discussion was held regarding the possibility of encouraging business contributions for the raffle baskets through some sort of advertisement. The Board did not express concern with business names being distributed as supporters of the event. There was concern expressed on the date of the event, which could be adjusted. The staff will look into this further.

14. CALL TO THE PUBLIC: No comments were made.

15. BOARD MEMBERS' COMMENTS:

Al: Welcome to the new Board members.

Traci: Welcome to the new Board members. I look forward to working with you.

Mary: Pass

Jim: I attended Wixom Historical Society Potluck dinner. They would like to collaborate with the Wixom Public Library.

Delores: I'm excited to take this role on.

Jennifer: Thank you and I am looking forward to learning more about the library and serving the community.

15. NEXT MEETING DATE: The next meeting is February 24, 2014, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Mary and supported by Al to adjourn the meeting at 8:25 p.m. Motion passed.

RESPECTFULLY SUBMITTED

Stephanie Charlefour, Tween and Teen Librarian

Acting on Behalf of Carol Barone, Administrative Assistant

**WIXOM PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**MINUTES OF SPECIAL BOARD MEETING  
Tuesday, February 11, 2014**

1. **CALL TO ORDER:** The meeting was called to order at 5:02 p.m. by Traci. Board members present: Al Boyko, Delores Grant, Traci Lampela, Jennifer Mulder and Director Cindy Mack. Excused: Jim Lowe, Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Al and supported by Jennifer to approve the agenda as amended to include item b) Employee Leasing Services Agreement under New Business. Motion passed.
3. **CALL TO THE PUBLIC:** No public in attendance.
4. **APPROVAL OF MINUTES:** A motion was made by Dee Dee and supported by Al to approve the minutes of the January 27, 2014, Regular Meeting as written. Motion passed.
5. **UNFINISHED BUSINESS:** No unfinished business.
6. **NEW BUSINESS:**
  - a. Consideration of holding an Executive Session to discuss an item exempt from disclosure under the Open Meetings Act. A roll call vote was held. Roll call vote: Jennifer (yes), Al (yes), Dee Dee (yes), Traci (yes). Motion passed. At the return to open session a motion was made by Dee Dee and second by Al to give Library staff a 3% raise beginning July 1, 2014. The motion passed. A discussion was held regarding the financial discrepancies related to what the Library had budgeted versus what was actually being taken from the accounts for Retiree Health and MERS retirement. Director Mack expects the Library will have to cut \$24,000 out of its budget to cover the increase in costs related to these discrepancies and a higher than expected related costs. The Board requested Director Mack request a formal explanation from the Finance Department as to why the Library is being charged \$10,000 more for Retiree Health versus what the City had told them to budget.
  - b. Employee Leasing Services Agreement: A discussion was held regarding the agreement with the City. Traci requested a special committee be formed to clarify the Employee Leasing Services Agreement. The committee will include Traci, Dee Dee and Jennifer. A motion was made by Dee Dee and supported by Al to form this committee. Motion passed. The Board drafted a memo of communication with the City Manager and Finance Director requesting a meeting be held with the committee on this item.
7. **CALL TO THE PUBLIC:** No public in attendance.
8. **BOARD MEMBERS' COMMENTS:**

Al: The financial discrepancies sound like a big oversight on the City's end.  
Traci: No comment.  
DeeDee: No comment.  
Jennifer: No comment.

APPROVED: 2/24/2014

9. NEXT MEETING DATE: The next meeting is February 24, 2014, Regular Meeting 7:00 p.m.
10. ADJOURNMENT: A motion was made by Al and supported by Jennifer to adjourn the meeting at 5:46 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Cindy Mack, Director

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, February 24, 2014

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Traci. Board members present: Al Boyko, Dclores Grant, Traci Lampela, Jennifer Mulder and Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Late: Jim Lowe.
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 comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Al to approve the minutes of the February 11, 2014, Special Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by DeeDee and supported by Mary to approve the expenditures as presented in the Board packet. Motion passed.
6. **BUDGET REVIEW:** The Board reviewed the budget report as presented in the Board packet.
7. **DIRECTOR'S REPORT:** Cindy shared her report as presented in the Board packet. Circulation is down at the Library. Traci asked Cindy if she can compose a report on the circulation counts, door counts and program attendance going back 10 years. Cindy will provide that report at the next Board meeting.
8. **UPDATE FROM CITY COUNCIL:** No updates.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, talked about the History of Gifts to the Wixom Public Library document that was included in the Board packet. She also provided the group with the dates of the Friends upcoming fundraising events. March 10-20 Silent Auction, April 12-26 Silent Basket Auction and April 23-26 Book Sale. She updated the group on the total of the Million Penny Project is \$5,818 and that includes the generous donation from the Meijer Wixom store.
10. **COMMUNICATIONS:** There was one comment left in our suggestion box this month thanking and complementing our Teen/Tween Librarian Stephanie.
11. **UNFINISHED BUSINESS:** There was no unfinished business.
12. **NEW BUSINESS:**
  - a) **Budget Amendments** – The Board packet contained the Budget Amendments and Cindy discussed them with the Board members. A motion was made by Mary and supported by Al to approve the Budget Amendment as presented in the Board packet. Motion passed.
  - b) **2014-2015 Budget** – Cindy and the Board discussed the reduced revenues and increased costs of the proposed 2014-2015 budget. Additional figures from the City should be ready on March

6. It was decided that the Budget Committee will meet sometime during the week of March 10 to review Cindy's proposed budget in detail.

13. CALL TO THE PUBLIC: Jane Kleban asked Cindy to clarify one of the items that was in the current budget.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Mary: I like that the Library is now offering patrons text notifications for items placed on hold.

Jennifer: No comment.

Jim: Sorry I was a few minutes late. He mentioned a quote from Frank Zappa "...if you want an education, go to the library."

Traci: Thank you everyone for attending tonight's meeting.

15. NEXT MEETING DATE: The next Regular Meeting is March 24, 2014, at 7:00 p.m.

ADJOURNMENT: A motion was made by Jim and supported by Al to adjourn the meeting at 7:30 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, March 24, 2014

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Traei. Board members present: Al Boyko, Traei Lampela, Jim Lowe, Jennifer Mulder and Mary Proper, Director Cindy Maek and Administrative Assistant Carol Barone. Absent: Delores Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No one present.
4. **APPROVAL OF MINUTES:** A motion was made by Al and supported by Jennifer to approve the minutes of the February 24, 2014, 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 this month.
7. **DIRECTOR'S REPORT:** Cindy shared her report as presented in the Board packet. Cindy prepared and discussed with the Board a report showing the circulation, door counts and material budget going back 9 years.
8. **UPDATE FROM CITY COUNCIL:** No updates.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No updates.
10. **COMMUNICATIONS:** There was one suggestion left in our suggestion box this month.
11. **UNFINISHED BUSINESS:**
  - a) **Draft 2014-2015 Budget** – Cindy provided the Board with a worksheet, detail sheet and summary of the proposed 2014-15 budget. A discussion was held about the budget. Cindy also discussed our future needs regarding patron services and technology.
  - b) **Library Employee Leasing Services Agreement** - Cindy talked about the agreement with the Board. She is currently working with the City Manager's Secretary to schedule a meeting.
12. **NEW BUSINESS:**
  - a) **Establishment of a Public Hearing date to adopt the 2014-2015 Library budget.** A motion was made by Jim and supported by Mary for a public hearing to be held on Monday, May 19, 2014 at 6:15 p.m. to adopt the 2014-15 Library budget to be followed by the Regular Board Meeting at 7:00 p.m. Motion passed.
13. **CALL TO THE PUBLIC:** No one present.

14. BOARD MEMBERS' COMMENTS:

Al: I liked all the statistics in your report. It was nice to see the historical statistics with a total breakdown. The article about library materials was also good.

Mary: No comment.

Jennifer: No comment.

Jim: Go Green.

Traci: Thank you for all your hard work on the reports Cindy.

15. NEXT MEETING DATE: The next Regular Meeting is April 28, 2014, at 7:00 p.m.

ADJOURNMENT: A motion was made by Mary and supported by Al to adjourn the meeting at 8:03 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant



# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, April 28, 2014

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Traci. Board members present: Al Boyko, Delores Grant, Traci Lampela, Jennifer Mulder and Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Jim Lowe.
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 comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Mary and supported by Al to approve the minutes of the March 24, 2014, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Mary to approve the expenditures as presented in the Board packet. Motion passed.
6. **BUDGET REVIEW:** The Board reviewed the budget report as presented in the board packet.
7. **DIRECTOR'S REPORT:** Cindy shared her report as presented in the Board packet. She discussed the upcoming programs, services and the visit from Senator Kowall and his Director of District Affairs, Lynn O'Brien. Cindy thanked the Friends, the staff and especially Stephanie Charlefour who spearheaded the Candy Land event.
8. **UPDATE FROM CITY COUNCIL:** No updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban talked about the cooperative effort between the staff and the Friends making the Candy Land program a success. She also discussed the Olga's Restaurant fundraiser on May 15.
10. **COMMUNICATIONS:** The board packet contained two suggestions and one compliment from patrons.
11. **UNFINISHED BUSINESS:**
  - a) **2014-2015 Budget** – Cindy discussed the budget draft with the group. The formal Budget Hearing will be on May 19, 2014, at 6:15 p.m. to adopt the 2014-15 Library budget. She also talked about the achievement goals of the Library to better serve the citizens of Wixom.
12. **NEW BUSINESS:**
  - a) **Distribution of Director evaluation materials for May 19 meeting.** The sealed evaluations are due by Monday, May 12 to Traci. She requested that the Board members return them to the main office at Wixom Elementary to her attention.
  - b) **Budget Amendments.** A motion was made by Mary and supported by DeeDee, to adopt the Budget Amendment as printed in the board packet. Motion passed.

- c) **Consideration of holding an Executive Session to discuss items exempt from disclosure under the Open Meeting Act.** A motion to hold an executive session was made by DeeDee and supported by Mary. Roll call vote: Al – yes; DeeDee – yes; Traci – yes, Jennifer – yes, and Mary – yes. Enter executive session at 7:49 p.m. Return from executive session at 8:15 p.m.

13. CALL TO THE PUBLIC: No one present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Mary: No comment.

Jennifer: No comment.

DeeDee: Thanks Jennifer for taking responsibility for the basket.

Traci: No comment.

15. NEXT MEETING DATE: The next meeting is May 19, 2014, Special Meeting 6:15 p.m.; Regular Meeting 7:00 p.m. (Third Monday in May due to Memorial Day on the fourth Monday).

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

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY  
Board of Trustees

Minutes of Special Board Meeting  
Monday, May 19, 2014

1. CALL TO ORDER: The meeting was called to order at 6:17 p.m. by Traci. Board members present: Al Boyko, Jim Lowe, Traci Lampela, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Delores Grant.
2. APPROVAL OF AGENDA: A motion was made by Mary and supported by Al to approve the agenda as presented. Motion passed.
3. PUBLIC HEARING: Fiscal Year 2014-15. Proposed Library Budget. Included in the board packet was the Achievement Goals for FY2014-2015 and the Library's Budget for FY2014-2015. No members of the public were present.
4. APPROVAL OF MINUTES: A motion was made by Mary and supported by Al to approve the minutes of the April 28, 2014 regular meeting as written. Motion passed. A motion was made by Mary and supported by Al to approve the minutes of the April 28, 2014 executive session as written. Motion passed.
5. UNFINISHED BUSINESS:
  - a. Adoption of FY2014-15 Proposed Library Budget. A motion was made by Jennifer and supported by Al to approve the FY2014-15 Proposed Library Budget as written. A roll call vote was held. Roll call vote: Mary (yes), Traci (yes), Jim (yes), Al (yes), Jennifer (yes). Unanimously passed.
6. NEW BUSINESS:
  - b. Consideration of holding an Executive Session to discuss an item exempt from disclosure under the Open Meeting Act. A roll call vote was held. Roll call vote: Mary (yes), Traci (yes), Jim (yes), Al (yes), Jennifer (yes). Unanimously passed.

Entered into Executive Session at 6:20 p.m. Return from Executive Session at 6:37 p.m.

7. CALL TO THE PUBLIC: No members of the public present.
8. ADJOURNMENT: It was moved by Jim and seconded by Al to adjourn the meeting at 6:38 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, May 19, 2014

1. **CALL TO ORDER:** The meeting was called to order at 6:59 p.m. by Traci. Board members present: Al Boyko, Jim Lowe, Traei Lampela, Jennifer Mulder and Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Delores Grant.
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:** Jane Kleban expressed concerns about the millage renewal. Cindy explained the process of the millage renewal.
4. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Jim to approve the expenditures as presented in the Board packet. Motion passed.
5. **BUDGET REVIEW:** The Board reviewed the budget report as presented in the board packet. Cindy also included in the board packet an initial report that updated the budget report to May 15.
6. **DIRECTOR'S REPORT:** Cindy shared her report as presented in the Board packet. She thanked the Friends for approving funding of a major portion of the programming at the Library. She also thanked the Lions Club of Wixom-Walled Lake for their donation that will be used for our eBook collection. The summer newsletter is available to the public. She also discussed the summer programming kick-off that will be on June 12.
7. **UPDATE FROM CITY COUNCIL:** No updates to report. Cindy will attend the next City Council meeting on Tuesday, May 27.
8. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained the minutes of the Friends meeting on May 6. Jane Kleban discussed the upcoming fundraising events that include the Children's Sidewalk Sale on June 12 and the Car Wash on June 28. She is asking for volunteers to help at the car wash. She is also asking for volunteers at other activities. The Million Penny project ended on April 30. Once a final tally is in she would like to thank the public for their donations and publicize the items purchased with the money.
9. **COMMUNICATIONS:** There were no suggestions in the board packet this month.
10. **UNFINISHED BUSINESS:** There was no unfinished business.
11. **NEW BUSINESS:**
  - a) **Updated Library Closures.** The board packet contained a proposed list of days to be closed in addition to the 2014 holiday closings. We will also continue to close on Fridays during the summer. A motion was made by Traei and supported by Al to adopt the Updated Library Closures as printed in the board packet. Approved unanimously.

- b) **Public Copy Machine Recommendation.** Information about the public copy machine and coin operator was included in the board packet. A motion was made by Traci and supported by Mary to approve the recommendation to lease the public copy machine and coin operator from MBM Computer System Solutions for 3 years. Motion passed.
- c) **Janitorial Services Contract.** Included in the board packet is the recommendation to renew our janitor services through American Cleaners. It is a significant cost-savings measure to use the same janitorial services as the City. A motion was made by Traci and supported by Jennifer to waive the bid process and approve the Janitorial Services Contract for the next 3 years as presented in the City Manager's report. Approved unanimously.

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

13. BOARD MEMBERS' COMMENTS:

Al: No comment.

Mary: No comment.

Jennifer: No comment.

Jim: I would like to commend Cindy for promoting Karla to full-time librarian and hiring Steve.

Traci: No comment.

14. NEXT MEETING DATE: The next meeting is June 23, 2014, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Jennifer and supported by Al to adjourn the meeting at 7:28 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, June 23, 2014

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Traci. Board members present: Al Boyko, Delores Grant, Jim Lowe, Traci Lampela, and Jennifer Mulder, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Mary Proper.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by DeeDee to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No members of the public were present.
4. APPROVAL OF MINUTES: A motion was made by Al and supported by DeeDee to approve the minutes of the May 19, 2014, Special Meeting as written. Motion passed. A motion was made by Jennifer and supported by Al to approve the minutes of the May 19, 2014, Regular Meeting as written. Motion passed. A motion was made by Al and supported by DeeDee to approve the minutes of the May 19, 2014, Executive Session as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by DeeDee and supported by Jennifer to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The Board reviewed the budget report as presented in the board packet. There were no questions.
7. DIRECTOR'S REPORT: Cindy shared her report as presented in the board packet. She thanked the Friends for the successful Million Penny fundraising event that allowed us to purchase 4 computers and 2 iPads. The new public copy machine was installed on June 18<sup>th</sup>. She also discussed the summer programming and community outreach events.
8. UPDATE FROM CITY COUNCIL: Cindy attended the City Council meeting on Tuesday, June 10th and reported that they approved the lottery license application. We are expecting to receive the lottery license from the State of Michigan soon and will start the Disney tickets raffle in early July.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Vance McCormick reminded the group of the Car Wash this Saturday, June 28.
10. COMMUNICATIONS: There were two suggestions from patrons in the board packet this month.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
  - a) **FY 2013-2014 Budget Amendments.** The board packet contained a list of the budget amendments to even out accounts. A motion was made by Jennifer and supported by Al to approve the Budget Amendments as printed in the board packet. Motion passed.

- b) **Cash Register/Credit Card Options.** Information about the cash register/credit card options was included in the board packet. Traci recommended that we monitor the fees we will be absorbing for a 6 month period and make adjustments accordingly. A motion was made by DeeDee and supported by Jennifer to approve the recommendation to purchase the cash register using the Friends of the Library donation. Motion passed.
- e) **Printing and Photocopying Policy.** Included in the board packet are the Printing and Photocopying Policy guidelines that will be added to our Policy Manual. A motion was made by DeeDee and supported by Al to approve the Printing and Photocopying Policy as written in the board packet. Motion passed.
- d) **eMagazine Subscription Donation Request.** The Friends would like to donate \$2,000 for the Library to purchase electronic magazine subscriptions. Cindy researched options and found the best deal was through Flipster a subsidiary of EBSCO. A motion was made by Jennifer and supported by Al to approve the eMagazine Subscription Donation Request as presented in the board packet. Motion passed.

13. **CALL TO THE PUBLIC:** Vance shared that he thought the eMagazine Subscriptions were a good idea. He wanted to add that we should continue providing regular print magazines too which we will continue to do.

14. **BOARD MEMBERS' COMMENTS:**

Al: No comment.

DeeDee: No comment.

Jennifer: I will be unable to attend the July meeting.

Jim: "Happiness is the death of poets."

Traci: I will not be attending next month's meeting too.

15. **NEXT MEETING DATE:** The next meeting is July 28, 2014, Regular Meeting 7:00 p.m.

**ADJOURNMENT:** Traci adjourned the meeting at 7:51 p.m. since there was no further business.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, July 28, 2014

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, Delores Grant, Jim Lowe and Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Traci Lampela and Jennifer Mulder.
2. APPROVAL OF AGENDA: A motion was made by Jim and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the members of the public.
4. APPROVAL OF MINUTES: A motion was made by Jim and supported by Al to approve the minutes of the June 23, 2014, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by DccDee and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The Board reviewed the budget report as presented in the board packet. There were no questions or comments from the Board.
7. DIRECTOR'S REPORT: Cindy shared her report as presented in the board packet. She discussed the 2013-14 Budget, upcoming events and programming. After the summer reading program concludes, the patrons will be given a survey to complete to help us gauge how we are doing and to get suggestions for future programs. Cindy had designed "a year in review" bookmark highlighting the statistics and services of the library and passed them out to the group. Andrea is designing postcards to promote Flipster and OverDrive. Both will be available for the patrons at the library. She also thanked the Friends for their donations to purchase the new cash register and Flipster subscriptions. She demonstrated the cash register and passed around an iPad to show the Board members how to obtain magazines through Flipster. Funds from the Disney Raffle will allow us to purchase additional children's magazines.
8. UPDATE FROM CITY COUNCIL: Nothing to report.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Jane Kleban discussed the Friends Report that was presented to the group. She also thanked Tony Sacco Pizza on Grand River in Novi for the donation of \$700 in coupons to be used for the summer reading program prizes.
10. COMMUNICATIONS: The board packet contained information and statistics on Michigan's public libraries for the Board to review.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS: There was no new business.



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

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Jim: Good job Mary.

Mary: No comment.

15. NEXT MEETING DATE: The next meeting is August 25, 2014, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by Jim to adjourn the meeting at 7:31 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, August 25, 2014

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Traci. Board members present: Al Boyko, Delores Grant, Traci Lampela, Jim Lowe, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone.
2. APPROVAL OF AGENDA: Requested by Traci to add "c. Traci's New Business" under New Business to the agenda. A motion was made by Mary and supported by Dee Dee to approve the agenda as amended. Motion passed.
3. CALL TO THE PUBLIC: No members of the public were present.
4. APPROVAL OF MINUTES: A motion was made by Mary and supported by Al to approve the minutes of the July 28, 2014, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by Dee Dee to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: There was no budget report available. But the Board reviewed an informal budget overview for FY 2014-15. There were no questions or comments from the Board.
7. DIRECTOR'S REPORT: Cindy shared her report as presented in the board packet. She discussed the upcoming Community Read event and the successful Summer Reading programs. *Flipster* our new digital magazine subscription service started on August 1. As suggested by the Board, Cindy will compare other libraries magazine subscription statistics with our Library and report to the Board next month.
8. UPDATE FROM CITY COUNCIL: Nothing to report.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends was present. Cindy reminded the group of the upcoming Silent Auction and Book Sale.
10. COMMUNICATIONS: The board packet contained suggestion box comments and responses.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
  - a) **PCI Compliance Policy**

The Board packet contained the Wixom Public Library Data Security Procedures, the steps taken to maintain a secure network and a draft of the PCI Compliance Policy Statement to be included in the Policy Manual. Cindy discussed the need to follow certain data security standards and protect cardholder data. A motion was made by Jim to approve the PCI Compliance Policy Statement as written, supported by Mary and approved unanimously.

**b) Strategic Planning and Long Term Goals**

Cindy discussed the long term potential needs of the Library and wanted the Board to give their feedback on obtaining a strategic plan. It was suggested that Cindy follow up with what other libraries in our area have done.

**c) Traci's New Business**

Traci announced that she will be resigning due to personal obligations from the Board effective immediately. Cindy and the Board thanked her for her service to the library and wished her well.

13. CALL TO THE PUBLIC: No one was present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Jim: No comment.

Mary: No comment.

Jennifer: We will miss you Traci. I checked out *Flipster* and it was easy to use.

Traci: Thank you everyone.

15. NEXT MEETING DATE: The next meeting is September 22, 2014, Regular Meeting 7:00 p.m.

ADJOURNMENT: Traci adjourned the meeting at 7:49 p.m. since there was no further business.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, September 22, 2014

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, Delores Grant, Jim Lowe, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone.
2. APPROVAL OF AGENDA: Requested by Cindy to amend the agenda to say Approval of minutes – Regular Meeting of August 25, 2014. A motion was made by Al and supported by Dee Dee to approve the agenda as amended. Motion passed.
3. CALL TO THE PUBLIC: No members of the public were present.
4. APPROVAL OF MINUTES: A motion was made by DeeDee and supported by Al to approve the minutes of the August 25, 2014, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: There was no budget report available. But the Board reviewed an informal budget overview for FY 2014-15. There were no questions or comments from the Board.
7. DIRECTOR'S REPORT: Cindy shared her report as presented in the board packet. She discussed the fall programs and the Holiday Market. There were no questions from the Board regarding her report.
8. UPDATE FROM CITY COUNCIL: Nothing to report.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends was present. Cindy told the Board about the Silent Auction that is going on now until October 4 and the fall Book Sale that will be held October 15 through October 18.
10. COMMUNICATIONS: The board packet contained a nice compliment from a patron that was posted on our Facebook site.
11. UNFINISHED BUSINESS:
  - a) **Strategic planning** – The board packet contained the previous Wixom Public Library Strategic Plan for the Board to review. Cindy wanted to provide an overview of what our strategic plan should look like and how the process will work. The Board and Cindy are in agreement that we will likely complete the strategic plan without the use of a consulting firm as a cost saving measure.
12. NEW BUSINESS:
  - a) **Appointment of new board member** - A motion was made by DeeDee and supported by Al to appoint Sandra Messing to fill Traci Lampela's position until the next general election in November 2015. Approved unanimously.

- b) **Voting of Officers (President, Vice President)** – A motion was made by Jim and supported by Al to appoint Mary Proper as President and DeeDee Grant as Vice President. A roll call vote was taken. Al (yes), DeeDee (yes), Jim (yes), Jennifer (yes), Mary (yes).
- c) **Teen Area** – Updating the Teen Area was discussed. Cindy is considering requesting funding from the Friends of the Library for new teen friendly furniture in this area.

13. CALL TO THE PUBLIC: No one was present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Jim: Thank you for stepping up to become Vice President DeeDee.

Mary: No comment.

Jennifer: No comment.

15. NEXT MEETING DATE: The next meeting is October 27, 2014, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Jennifer and supported by DeeDee to adjourn the meeting at 7:25 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, October 27, 2014

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores Grant, Jim Lowe, Jennifer Mulder, Sandra Messing, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Mary Proper.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Sandra to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: Jane Kleban, president of the Friends wanted to congratulate Sandy on her appointment to the Board. She also suggested that future board candidates should fill out a formal application or a committee should be set-up to select future board members. Cindy explained that the past year has been very unusual in the need to have appointments to the Board rather than the typical public election process. When vacancies have occurred, there generally have not been multiple applicants for the opening that would necessitate a more formal or elaborate process. The library board's main desire is to appoint active patrons of the library who have its best interests in mind and care enough to serve in this capacity. The board will consider the suggestion when and if another vacancy does occur.
4. APPROVAL OF MINUTES: A motion was made by Al and supported by Jim to approve the minutes of the September 22, 2014, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: There were no questions or comments regarding the budget report as presented in the Board packet.
7. DIRECTOR'S REPORT: Cindy shared her report as presented in the board packet. She discussed the fall programs and events. To ensure that the staff can assist patrons with all their technology questions, Cindy and Andrea developed a Technology Competencies Survey for the staff to complete. This will help guide what training opportunities should be offered to the staff. Cindy also shared with the Board the *Flipster* (e-magazines) statistics. Due to staff promotions within in the Library we had two page openings available. Both positions have been filled with two high school students that started working on Monday. There were no questions from the Board regarding her report.
8. UPDATE FROM CITY COUNCIL: Nothing to report.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Board packet contained the Friends of the Library fourth quarter meeting minutes. Jane Kleban also told the Board that there are donation boxes left over from the Million Penny Promotion if the staff wants to consider using them for a special fundraising event.
10. COMMUNICATIONS: There were no suggestions or communications this month.

11. UNFINISHED BUSINESS:

- a) **Teen Area** – Cindy thanked the Friends for their \$3,000 donation to be used to purchase furniture in the Teen area of the Library. She had a demo display board showing placement, colors and furniture and she asked the Board to give their feedback. A discussion about the furniture was held and a concern was made about the added costs for the furniture with the electrical outlets. The Teen Library Council will be meeting on Saturday and Stephanie, the Teen Librarian, will be asking them to vote on what they want in their area.

12. NEW BUSINESS:

- a) **Meeting dates for 2015** - Jim requested that the start time for the Special Meeting to discuss the Fiscal Year 2015-16 Proposed Library Budget on Monday, May 18 be changed from 6:15 p.m. to 6:30 p.m. A motion was made by Jim and supported by AI to amend the 2015 Meeting Dates to read Special Meeting, Monday, May 18 @ 6:30 p.m. Approved unanimously.

13. CALL TO THE PUBLIC: Jane said the Friends were happy to donate the \$3,000 for Teen area furniture. She wanted to make the Board aware that if tech friendly furniture is not the object, the amount of the donation may be reconsidered.

14. BOARD MEMBERS' COMMENTS:

AI: No comment.

DeeDee: No comment.

Jim: Welcome Sandy. I saw Teens setting up the Book Sale signs and appreciated their effort.

Jennifer: No comment.

Sandra: No comment.

15. NEXT MEETING DATE: The next meeting is November 24, 2014, Regular Meeting 7:00 p.m.

ADJOURNMENT: DeeDee adjourned the meeting at 7:50 p.m. since there was no further business.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

## WIXOM PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, November 24, 2014

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, Jim Lowe, Jennifer Mulder, Sandra Messing, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: DeeDee Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented. Approved unanimously.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Jim and supported by Al to approve the agenda as amended, correcting 7. Director's Report, third sentence to say "with" instead of "will". Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Al and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** Cindy presented the Board with an unofficial update to the budget report because the budget report wasn't available from the City. There were no questions or comments regarding the report as presented in the board packet.
7. **DIRECTOR'S REPORT:** Cindy shared her report as presented in the board packet. The auditors are finalizing the 2013-14 audit and a representative will be presenting the final audit at the January meeting. The newsletter will be distributed the first week of January. The Wixom Meijer store donated a \$500 gift card that will be used to purchase supplies for the summer reading program.
8. **UPDATE FROM CITY COUNCIL:** Nothing to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban reminded the Board that the Friends will be at the Friday, December 5<sup>th</sup> tree lighting and are asking for donations of cookies to sell. She also asked the board if they had any ideas for the discarded library books that do not sell at book sales. Sandra offered to take some of the discarded library books to the hospital for patients to read.
10. **COMMUNICATIONS:** There was one comment that was included in the board packet this month.
11. **UNFINISHED BUSINESS:**
  - a) **Teen Area** – The teens on the TLC committee met and decided on two armless, navy colored chairs with one of the chairs to have an electrical power outlet and a round study table. They also decided on a dark plum color for the top of the wall. Cindy had received three bids on the furniture and presented to the board the lowest bid received. A motion was made by Jim and supported by Al to approve the proposed color choice and the Library Design Associate bid on the one armless chair, one armless chair with power outlet and round oak table. Motion passed.



12. NEW BUSINESS:

- a) **Presentation of annual report** - Cindy discussed the Library's Annual Report that was included in the board packet with the group. Even during these difficult financial times we are still able to put money into our fund balance. Circulation and attendance statistics are stabilizing.
- b) **Consideration of holding an Executive Session to discuss an item exempt from disclosure under the Open Meetings Act.** A roll call vote was held: Al – yes, Jim – yes, Sandra – yes, Jennifer – yes, Mary – yes. Motion passed.  
Entered into Executive Session at 7:25 p.m. Return from Executive Session at 7:35 p.m.  
The Board reviewed the City's plan to provide city staff with a one-time achievement pay in December and an increase to Tier 2 employee's fringe benefit packages. A motion was made by Jim and supported by Al to follow the Director's recommendation to approve the achievement pay and increased fringe benefit costs to come out of the fund balance for a payout in December, 2014. This includes an increase in fringe benefit costs and achievement pay for the Library Director. Approved unanimously.

13. CALL TO THE PUBLIC: Jane Kleban commented that she thought one of the reasons for the stabilization was more patrons are using the new electronic resources available at the library.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.  
Mary: No comment.  
Jim: No comment.  
Jennifer: No comment.  
Sandra: Happy Thanksgiving.

15. NEXT MEETING DATE: The next meeting is January 26, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: Mary adjourned the meeting at 7:42 p.m. since there was no further business.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant