

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, April 26, 2021

1. **CALL TO ORDER:** The meeting is being held electronically (a) because the City of Wixom has declared a State of Emergency and (b) because of the capacity restrictions and social distancing requirements and as permitted by the Open Meetings Act, as amended by 2020 PA 254. The meeting was called to order at 7:01 p.m. by Veronica. Board members present: Al Boyko participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Commerce Township, MI, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Christie Currier.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the March 22, 2021, Regular Meeting were included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of March 22, 2021. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the April 2021 expenditure report. Andrea talked about the database renewals. There were no questions from the Board. A motion was made by Jennifer and supported by Al to approve the April expenditure report as written in the board packet. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update through March 31, 2021. There is nothing out of normal to report and we are where we should be at this point. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** Andrea talked about the carpet cleaning on April 13. MCLS provided a quote for online access to ValueLine Basic and it was much more expensive than she expected. This is not something we can afford at this time considering the expected usage. Andrea discussed the summer reading program going virtual again this year and the take and make activities. The new website launched April 7 and there were no issues.

8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No update from the Friends. To free up storage space Karla is continuing to send books to Better World Books. Andrea will send an email to the Friends about small one-day outdoor sales this summer.
10. COMMUNICATIONS: There was one email comment about start up magazines that was included in the board packet. Andrea suggested that they speak with a librarian for specific titles.
11. UNFINISHED BUSINESS:
 - a. **COVID-19 Response** – The Library continues to operate in Grab & Go mode. We are planning to transition to normal hours in early June. The latest MDHHS epidemic order did not change guidelines for Libraries specifically. The City of Wixom declared a local state of emergency for COVID-19 and allows the Library Board to continue to meet virtually under the Open Meetings Act.
 - b. **Capital Improvement Update** – The board packet contained updated building projects and plans. Schematics for the craft room renovation were included. The architect is preparing documents for formal quotes on the project which will then be presented to the Board for approval. Andrea is researching options and pricing on new desks and shelving in the children’s office and replacing her desk with one that would include upper storage cabinets. She also contacted NBS Commercial Interiors about removing our wallpaper and to discuss options after removal.
12. NEW BUSINESS:
 - a. **FY 2021 – 2022 Budget** – The board packet contained a draft of the FY 2021-22 Budget, a Budget Narrative, a Preparation Worksheet, a Budget Detail Sheet detailing each account with recommendations and a Property Tax Comparison Chart. The Budget Committee met on April 14 to go over the proposed budget and reviewed each account. The committee prioritized direct patron services and recommended allocating \$25,000 from the Fund Balance for capital improvements along with earmarking excess money in the fund balance for any revenue accounts impacted by COVID-19 next year. We had started a new strategic planning process in early 2020 that was suspended as COVID-19 hit and the Stay-At-Home orders were implemented. Andrea recommended that we develop a 1-year strategic plan outlining short-term goals until a full strategic plan can be developed over the next year. She will present a draft of the 1-year strategic plan to the Board at the May meeting.

- b. Distribution of Director evaluation materials for May 17 meeting** – The board packet contained a memo requesting that the Library Director’s evaluation be held in a closed session. The Open Meetings Act requires the Director makes this request to the Board in writing.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS’ COMMENTS: Veronica asked about having programs outdoors and allocating funds toward that as much as possible. Andrea talked about the options for programming, our occupancy levels in the Library and meeting rooms and what other libraries are doing. Jennifer asked about the status of updating our policies. Andrea recently looked at policies related to the Library Privacy Act revision and will check with our lawyer to see what policies need to be added or updated. There were no other comments from the Board.
15. NEXT MEETING DATE: The next meeting is Monday, May 17, 2021, Special Meeting at 6:30 pm followed by the Regular Meeting at 7:00 pm.
16. ADJOURNMENT: A motion was made by Jennifer and supported by AI to adjourn the meeting at 7:45 pm.

Respectfully submitted,
Carol Barone, Executive Assistant