

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, July 26, 2021

1. CALL TO ORDER: The meeting was called to order at 7:03 pm. by Veronica. Board members present: Al Boyko, Delores (Dee Dee) Grant, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Absent: Christie Currier. Excused Absent: Jennifer Mulder.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Dee Dee to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of June 28, 2021 was included in the board packet. A motion was made by Dee Dee and supported by Al to approve the minutes of the Regular Meeting of June 28, 2021. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the July 2021 expenditure report. The expenditures included last and this fiscal year. There were no questions from the Board. A motion was made by Allison and supported by Al to approve the July expenditure report as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update. We are still waiting for the State Aid funds and Penal Fines to arrive. There were no questions from the Board.
7. DIRECTOR'S REPORT: We will do budget amendments in August to complete the remaining projects that were not finished last fiscal year and to account for staffing changes. Andrea discussed the Craft Room renovation with the group. Construction will start in late August with a completion time of 3 weeks. Andrea met with DPW and a manager from Du-All cleaning to talk about our expectations for cleaning quality. Du-All plans to send a supervisor out to City buildings weekly to review quality and address any concerns by City departments. Fall programming was discussed. The Teen & Adult Librarian position was posted and Andrea is interviewing candidates this week. Envisionware which is an alternative computer and print management system was discussed. TLN has started the process of switching to Envisionware for our public PC management software. The board packet contained year-end statistics that included building usage during the pandemic and circulation trends for the board to review.

8. UPDATE FROM CITY COUNCIL: The Downtown Development Authority (DDA) is proposing updating the DDA plan. The proposed plan was presented to City Council on July 13. There will be a presentation of the update at the August board meeting. Details of the DDA proposed plan memo and draft was included in the board packet.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends have started coming into the Library to sort donations. They will hold their first meeting since January 2020 on July 27. They will be deciding future event dates and electing officers.
10. COMMUNICATIONS: There was one email comment about the outdoor story times.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Job Description Revisions** – Andrea reviewed our job descriptions and current responsibilities to ensure responsibilities were balanced among staff. She requested that the Wage & Salary Committee reclassify the Technology Librarian into an Adult & Support Services Librarian position and that was approved at the City Council meeting on July 13. The Children’s Librarian and Head of Youth Services needed minor tweaks to reflect how the two positions work together. Those Job Descriptions and an Organizational Chart was included in the board packet. A motion was made by Allison and supported by AI to approve the reclassification of the Adult & Support Services Librarian and the revisions of the Children’s Librarian & Head of Youth Services job descriptions. Motion passed.
 - b. **Public Computer Purchase Quote** – TLN was recently out to do computer maintenance and recommended that the majority of the public PCs be upgraded this year. We did not replace our normal number of computers last year as most were in storage. Last fiscal year, we were able to replace all of the librarian’s computers with grant money to facilitate remote work which helps balance the costs. TLN secures discounted pricing from Dell and will be configured by TLN as a part of our PC support package. A quote from Dell for 12 computers was included in the board packet. A motion was made by Dee Dee and supported by Allison to approve the public computer purchase of 12 computers for \$8,942. Motion passed.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS’ COMMENTS: There were no comments from the Board.
15. NEXT MEETING DATE: The next meeting is Monday, August 23, 2021, Regular Meeting at 7:00 pm.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:35 pm.

Respectfully submitted,
Carol Barone
Executive Assistant