

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, November 22, 2021**

1. CALL TO ORDER: The meeting was called to order at 7:02 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Delores (Dee Dee) Grant, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Jennifer Mulder.
2. APPROVAL OF AGENDA: Andrea requested that the agenda include (d) Countertop Replacement under 12. New Business. A motion was made by Dee Dee and supported by Al to approve the agenda as amended. Motion passed.
3. CALL TO THE PUBLIC: There were no comments from the public.
4. APPROVAL OF MINUTES: A motion was made by Dee Dee and supported by Al to approve the minutes of the minutes of the Regular Meeting of October 25, 2021. Motion passed.
5. APPROVAL OF EXPENDITURES: Andrea discussed the expenditures with the group. A motion was made by Dee Dee and supported by Al to approve the expenditures as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the budget update for period ending 11/30/2021.
7. DIRECTOR'S REPORT: The task chairs at the front desk had major pieces break and have been repaired repeatedly. Andrea ordered replacement chairs from ICSG using the MiDeal contract. The board packet contained news articles regarding book challenges and Andrea discussed them with the group. Andrea contacted our lawyer for an updated book collection and display policy. The Take a Coat, Leave a Coat donation rack will be set up in the lobby this week.
8. UPDATE FROM CITY COUNCIL: The City Council approved the HVAC replacement for Library and Community Center at their last meeting. Replacement will occur after both units arrive. Due to safety procedures involving a crane, the Library will have to close during the hours the crane is in use.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends started their holiday bundles event on Monday, November 15. The shelving unit from the Children's office was moved into the Friends storage room.
10. COMMUNICATIONS: There were no communications this month.

11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **Wallpaper Removal and Painting** – The wallpaper throughout the Library is original to the building and is now peeling throughout the building. In September, the Board chose to move forward with removing the wallpaper and paint throughout the library to utilize excess funds in the fund balance. The board packet contained the proposals from five contractors that came for a walkthrough and submitted a proposal. A discussion was held. Due to the wide range of proposal amounts, the Board requested that Andrea contact more references and obtain additional information before they make a decision. A special meeting was scheduled for Wednesday, December 8 at 6:00 p.m. to discuss the results and approve a proposal.
- b. **Learning Corner Proposal** – The Library and Friends of the Library were contacted by Meijer in Wixom about a substantial donation (\$5,000) towards the Children's area. Andrea gave them potential options and they loved the idea of a learning corner for the Jungle Room. The board packet contained Library Design's cost proposal with 3 different options and photos of the design options for the Board to review. The Learning Corner would feature a reading bench and interactive learning panels along with a discovery box for open-ended play. The Friends are willing to contribute \$2,000 for the Learning Corner. Andrea contacted local businesses about contributing and she is waiting to hear back. The Board suggested that we approve this item at the board meeting in January.
- c. **Presentation of the FY 2020-2021 Annual Report** – Andrea passed out copies of the FY 2020-2021 Annual Report to the group. She discussed the report that highlighted the virtual programs and the added new resources. We had received over \$40,000 in grant funding to help offset COVID-19 expenses. The report also included revenue and expenditures for FY 2020-2021.
- d. **Countertop Replacement** – The countertops at the circulation desk and children's area have a wood trim that is splintering and the Formica needs replaced with a more durable surface. Andrea received a bid from Library Design that was too expensive. She is in the process of receiving bids from local companies. The Board wants to review options at the Special Meeting on Wednesday, December 8 at 6:00 p.m.

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

14. BOARD MEMBER'S COMMENTS: The Board members thanked AI for stepping in when we needed a replacement board member. There were no other comments.

15. NEXT MEETING DATE: A special meeting is scheduled for Wednesday, December 8, 2021 at 6:00 p.m. The next regular meeting is Monday, January 24, 2022 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Dee Dee and supported by Allison to adjourn the meeting at 7:57 p.m.

Respectfully submitted,  
Carol Barone, Executive Assistant

DRAFT