

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, January 23, 2017

1. **CALL TO ORDER:** The meeting was called to order at 7 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Jim Lowe.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Jennifer 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 Sandra to approve the minutes of the November 28, 2016, Regular Meeting as written. Motion passed.
5. **PRESENTATION:** Library 2015-16 FY Audit by Nicollette Acho from Plante & Moran. The Library received an unmodified opinion, which is the highest to receive. She discussed key items in the audit. Our fund balance is in good shape. The recommendation is to have 15-30% in the fund balance. We have 32% in our fund balance after our completed capital improvement projects. She commented that it is good that the residents of Wixom are seeing their tax dollars being put to good use.
6. **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.
7. **BUDGET REVIEW:** There was no budget review from the City. A budget update was in the board packet. Andrea explained that this budget update did not include the credit card deposits in the circulation fines and fees account. There were no questions from the Board.
8. **DIRECTOR'S REPORT:** Andrea discussed items in the report. She has been meeting with the City Manager once a month to establish better communication between the Library and the City. A new phone system will be installed throughout the City's departments and according to the City Manager the Library will not be required to pay for a portion of that update. Andrea also discussed the Food for Fines/Food for Thought campaign that runs March 20 through April 28. She would like to offer the opportunity for up to \$5 in overdue fines to be forgiven with the donated food to be given to Hospitality House, which serves Wixom residents, and the Board agreed. The Board asked how much bad debt and overdue fines are outstanding. Andrea will provide the Board with a report on the fines at the next board meeting. They also asked about bringing the Library's 3D printer to the schools. Andrea thought that would be a great idea and would have the Children's and Technology Librarians do that.
9. **UPDATE FROM CITY COUNCIL:** Nothing to report. Andrea will be attending Tuesday's City Council meeting.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The Friends quarterly meeting will be tomorrow.

11. COMMUNICATIONS: In the board packet there was one movie purchasing suggestion.
12. UNFINISHED BUSINESS:
 - a. **Capital Improvement Projects** – Andrea discussed the FY 2016-17 capital improvement projects and provided samples, floor plans, quotes, and a spreadsheet with estimated costs for each potential capital improvement project for this year. Based on the initial numbers it appears that we will be able to complete both the carpeting and workstation replacements in the staff area this fiscal year with money from the fund balance. The Library will continue to maintain the fund balance at 30% of the Library's budget. A motion was made by Mary and supported by Al to waive the bid process on the staff workroom carpeting and have Library Design continue with the carpeting project, approve two new chairs for the quiet study room, approve a granite countertop in the meeting room, and the "exclusive plum" paint color. Motion passed.
13. NEW BUSINESS:
 - a. **Election of Officers and formation of committees** - Officers were nominated and presented as follows: President – DeeDee was nominated by Mary and supported by Al. Vice President – Jennifer was nominated by Mary and supported by Al. Secretary – Sandra was nominated by DeeDee and supported by Mary. Treasurer – Mary was nominated by Jennifer and supported by Al. A motion was made by Al and supported by Sandra for the committees to be formed as presented: Budget Committee: Mary, Al and Jennifer. Personnel Committee: DeeDee and Sandra. Motion passed. No Building Committee will be formed.
 - b. **2017 & 2018 Holiday closings for TLN shared system calendar** – The board packet contained a list of the 2017 and 2018 holiday closures. Andrea recommends and the Board agrees that the 2017 calendar will remain as it was originally approved at the January 25, 2016 board meeting. A motion was made by Sandra and supported by Mary to approve the 2018 holiday closing dates as presented in the board packet. Motion passed.
 - c. **FT Wages** – The Wage and Salary Committee met on December 20, 2016 and recommended instituting a new non-union salary structure for full-time librarians. A discussion was held to decide when the new full-time wage structure will take effect. A motion was made by Mary and supported by Al to approve the new FT Wage structure as documented in the board packet effective February 1, 2017. Motion passed unanimously.
 - d. **Budget Amendments** – The board packet contained mid-year Budget Amendments and Andrea discussed them with the group. A motion was made by Mary and supported by Al to approve the Budget Amendments presented. Motion passed.
 - e. **Lost or Damaged Materials Policy Revision** – Andrea discussed the changes to the Lost or Damaged Materials Policy. A motion was made by Jennifer and supported by Mary to approve the Lost or Damaged Materials Policy Revision as printed in the board packet. Motion passed.
14. CALL TO THE PUBLIC: No public present.
15. BOARD MEMBERS' COMMENTS: There were no comments from the Board members.
16. NEXT MEETING DATE: The next meeting is February 27, 2017, Regular Meeting 7:00 p.m.

APPROVED: 2/27/2017

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

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, February 27, 2017

1. CALL TO ORDER: The meeting was called to order at 7:17 p.m. by Jennifer. Board members present: Al Boyko, Sandra Messing, Jennifer Mulder, Director Andrea Dickson and Executive Assistant Carol Barone. Arrived Late: Jim Lowe. Excused Absent: DeeDee Grant and Mary Proper.
2. APPROVAL OF AGENDA: A motion was made by Sandra 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 Sandra to approve the minutes of the January 23, 2017, Regular Meeting as written. 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: The board packet contained the budget reports from the City from July to December 2016. Andrea also included a budget update report that showed the accounts as they are currently. There were no questions from the Board.
7. DIRECTOR'S REPORT: Andrea discussed the Local Community Stabilization Revenue funding with the group. At the last board meeting Al had asked about outstanding fines and Andrea ran a report that was included in the board packet. The Board will have two vacancies to fill after Al and Jim's terms expire in December. Christie Courier, a regular library patron and former member of the Strategic Planning Committee, agreed to run for one of the positions. Andrea asked the board members for any suggestions for a second trustee and she would reach out to them. The part-time Children's Librarian position has been posted and should be filled by the end of March. Staff have been attending software demos for the Library's ILS system.
8. UPDATE FROM CITY COUNCIL: Andrea and Jennifer attended the January 24, 2017 City Council meeting. City Council approved our request to increase the base pay of the library's part-time Library Clerks to \$11 per hour. The City Council had also approved the new salary structure for City employees which affects the salaries of our full-time librarians.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: There was no update from the Friends. The board packet contained the minutes of the Friends Quarterly Meeting on January 24, 2017. Andrea mentioned that they are in need of sturdy boxes to store books.
10. COMMUNICATIONS: There was one comment about the water pressure of the drinking fountain that was in the board packet this month. DPW has been contacted.
11. UNFINISHED BUSINESS:
 - a. **Capital Improvement Projects** – Andrea discussed the progress of the remaining capital improvement projects for this fiscal year. Carpeting has been ordered, the new

countertop in the meeting room has been installed and two new lounge chairs for the quiet study room have arrived. The board packet contained information, pictures and three quotes for the staff workroom cubicles and a discussion was held. A motion was made by Sandra and supported by Al to award the bid to Kentwood Office Furniture based on the overall design and cost. Motion passed unanimously.

The board packet also contained a bid from GVC Painting to paint and repair or remove wallpaper in the remaining public areas. GVC has been the lowest quote in the past and has been very successful in fixing or removing wallpaper without damaging walls. A motion was made by Sandra and supported by Al to waive the bid process and award painting and wallpaper repair or removal to GVC Painting. Motion passed unanimously.

12. NEW BUSINESS:

- a. **Job Description Updates** - Due to the new salary ranges, several updated job descriptions need to be approved by the Board. The board packet contained the updated job descriptions for the Library Page, Library Clerk, Adult Librarian, Children's Librarian, Technology & Support Librarian, Teen & Adult Librarian, and Library Director positions. A motion was made by Sandra and supported by Al to approve all the updated Job Descriptions as presented in the board packet.
- b. **2017/2018 Budget** -The City has not provided us with firm budget numbers yet. Once we receive those numbers from the City a Budget Committee meeting will be scheduled.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Sandra: No comment.

Jim: He asked Andrea if she knew when the last date to RSVP for the Forbidden Art exhibit was. Andrea will check with Stacey at the City.

Jennifer: She asked about the tax capture article included in the board packet. Andrea explained that due to the DDA's debt obligations, the Library cannot opt out of the tax capture at this time.

15. NEXT MEETING DATE: The next meeting is March 27, 2017, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Jim to adjourn the meeting at 7:43 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, March 27, 2017

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Jennifer. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: DeeDee Grant.
2. APPROVAL OF AGENDA: A motion was made by Sandra and supported by Mary 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 February 27, 2017, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Sandra and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The City did not provide a budget review report this month. Andrea included in the board packet a budget update report that showed the accounts as they are currently. There were no questions from the Board.
7. DIRECTOR'S REPORT: Andrea discussed the progress of the capital improvement projects. Our new part-time Children's librarian, Lauren, will start on April 5. The lease on our public copy machine ends in June and Andrea obtained quotes. Applied Imaging came in with a significantly lower lease amount and we will have the option of keeping the machine after the lease term or leasing a new machine. Andrea and Hannah will be creating a new website and asked the Board for their suggestions for content. A suggestion to include staff pictures to the website was made.
8. UPDATE FROM CITY COUNCIL: No update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Jane Kleban, Friends President, passed out a History of Gifts to the Library report starting from 1978. She discussed the items in the report as well as an income summary. The Board thanked the Friends for all their hard work and financial support to the library. The Spring Book Sale will be May 3-6 and the Silent Auction will be April 17-29. Jane asked the Board that if they had any collectable items they would like to donate for the Silent Auction to bring them in. She also asked for any volunteer help for the Book Sale especially with set-up and take-down days.
10. COMMUNICATIONS: There were four comments that were in the board packet this month. Two were suggestion comments, one compliment and one nice letter complimenting one of our clerks, Jasmine, "for going above and beyond the call of duty." Andrea and the Board discussed employee recognition and self-checkout machines.
11. UNFINISHED BUSINESS:
 - a. **FY2017-18 Budget** – The City provided Andrea with tax revenue and fringe benefit figures. We are still waiting on retirement costs. The packet contained wage and fringe

benefit information for current staff and a report of estimated expenditures. The Budget Committee will meet immediately after tonight's board meeting to discuss the FY2017-18 Budget.

12. NEW BUSINESS:

- a. **Establishment of a Public Hearing date to adopt the 2017-18 Library Budget** – The Library Board is required to hold a public hearing on the proposed FY2017-18 Library budget and the Board must adopt the budget prior to the May 23rd City Council meeting. A motion was made by Mary and supported by Sandra to approve the establishment of a Public Hearing on May 22, 2017 at 6:30 p.m. to adopt the FY2017-18 Library Budget. Motion passed.
- b. **Budget Amendments** – The City negotiated a 2.5% raise for staff and that would include full-time Library staff for this fiscal year and next year. Per our contract with the City, the Library Board approves any raises for the Library Director. A motion by Sandra and supported by Al to approve the raise for the Library Director. A roll call vote was held: Al – yes, Jim – yes, Sandra – yes, Mary – yes, Jennifer – yes. Motion passed unanimously.

Andrea discussed the budget amendments to even out the accounts that were included in the board packet. We received significantly more revenue from Local Community Stabilization funding than budgeted. This allows us to use less from the Fund Balance to complete the planned capital improvement projects as well as increasing several other accounts to purchase community programing materials and additional books and A/V materials. A motion was made by Sandra and supported by Al to approve the Budget Amendments as presented in the board packet.

13. **CALL TO THE PUBLIC:** Jane Kleban asked Andrea for clarification if the millage renewal goes into effect in July. Andrea explained that it did at the same 1.08 mill rate.

14. **BOARD MEMBERS' COMMENTS:**

Al: No comment.

Sandra: The Forbidden Art reception was a great event. If the opportunity arises to host another event like that we should take advantage of it.

Jim: S is as smart as A.

Jennifer: Thank you to the City of Wixom DDA & Wixom Foundation for the Forbidden Art exhibit and reception. The reception program was nicely done.

15. **NEXT MEETING DATE:** The next meeting is April 24, 2017, Regular Meeting 7:00 p.m.

16. **ADJOURNMENT:** A motion was made by Sandra and supported by Al to adjourn the meeting at 7:35 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, April 24, 2017

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by DeeDee. Board members present: Al Boyko, DeeDee Grant, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone.
2. APPROVAL OF AGENDA: A motion was made by Al and supported by Sandra 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 Jennifer and supported by Mary to approve the minutes of the March 27, 2017, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The City did not provide a budget review report this month. Andrea included in the board packet a budget update report and she talked about the accounts. She said we are in good shape. There were no questions from the Board.
7. DIRECTOR'S REPORT: Andrea discussed the City-wide phone system upgrade and the Library will be paying for our portion that will total \$2,000. There is funding in the Capital Improvement account for this upgrade. Andrea discussed the Summer Reading Program. The theme this year is Build a Better World. The first official summer program will be a Family Kickoff Party on Saturday, June 17. We are also introducing an evening story-time called Moonlight Story-time aimed at working families. Andrea was happy to announce that we have two people that have agreed to be on the ballot in November for the two open Library Board of Trustee positions. They both previously served on the Strategic Planning Committee.
8. UPDATE FROM CITY COUNCIL: No update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: There was no update from the Friends. The Silent Auction runs until this Saturday and the Spring Book Sale is May 3-6. The board packet contained the Friends second quarter meeting minutes.
10. COMMUNICATIONS: There was one comment that was included in the board packet this month.
11. UNFINISHED BUSINESS:
 - a. **FY2017-18 Budget** – The Budget Committee met after the last board meeting to discuss the FY2017-18 Budget. The board packet contained a draft of the FY2017-18 budget preparation worksheet, budget detail sheet and summary. Andrea discussed items in the draft. We are facing significant increases to personnel and longevity costs (MERS) for next fiscal year. To balance these expenses, reductions to other accounts will be required. Patron services which include books, A/V materials and programming will remain the

same as last year, but other accounts will be cut. Nothing will be taken out of the fund balance and it is a balanced budget.

12. NEW BUSINESS:

- a. **New Bookshelf** – The new bookshelf quote and a revised Capital Improvement Account Update was included in the board packet. Andrea recommended using this years remaining funds on patron furniture in addition to the new bookshelf. With the additional costs for the new phone system the countertop replacement in the staff workroom will be delayed. A motion was made by Sandra and supported by AI to approve the new bookshelf quote as presented in the board packet.
- b. **Distribution of Director evaluation materials for May 22 meeting** – Each Board member received the Library Director evaluation packets with instructions to complete and return the evaluations in the sealed envelope to Carol Barone by May 8.

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 May 22, 2017, Special Meeting at 6:30 p.m. with the Regular Meeting following at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Jennifer to adjourn the meeting at 7:21 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting **Monday, May 22, 2017**

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Jennifer. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: DeeDee Grant
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Mary to approve the agenda as presented.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF EXPENDITURES:** A motion was made by Sandra and supported by Mary to approve the expenditures as presented in the board packet.
5. **BUDGET REVIEW:** The board packet contained two budget reports for January and February from the City and a budget update through May showing we are right where we should be in the fiscal year. There were no questions from the board members.
6. **DIRECTOR'S REPORT:** Andrea discussed items in the board packet that included the progress of the last Capital Improvement projects, the Summer Reading Programming and Sara and Amanda's class visits in the coming weeks. She also thanked the Friends for offering to replace the items that a patron recently checked out and hasn't returned. The Library Network has decided to switch Library System vendors. The Library Corporation's CARL product was chosen. Andrea demonstrated the new system to the group.
7. **UPDATE FROM CITY COUNCIL:** Nothing new to report. Andrea will be attending the City Council meeting on Tuesday.
8. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained a brief update of the Silent Auction that generated \$292 in sales and the Spring Used Book Sale that raised almost \$4,200. Andrea and the board thanked the Friends for their hard work during those sales and for the donations that will go toward funding programming supplies and activities. Jane Kleban, President of the Friends, talked about the Children's Book Sidewalk Sale on June 20 and the tentative date of June 24 for the Car Wash. She asked the group if they knew any Teens that would like to volunteer at the Car Wash to let her know.
9. **COMMUNICATIONS:** There was one comment in the suggestion box that was included in the board packet.
10. **UNFINISHED BUSINESS:** There was no unfinished business.

11. NEW BUSINESS:

- a. **Staff Copy Machine** – Our current staff copy machine is old and needs service often. Andrea was informed that as of October 2017, parts would no longer be made for our current copy machine. The board packet contained information and quotes from three companies to replace the staff copy machine with a leased copy machine. The Board discussed and based on the low lease price and fees they recommended the Applied Imaging quote. A motion was made by Sandra and supported by Mary to approve the leasing quote from Applied Imaging for the staff copy machine. Motion passed unanimously.

12. CALL TO THE PUBLIC: Jane Kleban asked Andrea if she knew what leasing company the City uses for their copy machines. Andrea said it was Applied Imaging.

13. BOARD MEMBERS' COMMENTS:

Jim: No comment

Al: No comment

Mary: No comment

Jennifer: No comment

Sandra: Thank you to the Friends for offering to replace the items that was recently stolen from the library.

14. NEXT MEETING DATE: The next meeting is June 26, 2017, Regular Meeting at 7:00 p.m.

15. ADJOURNMENT: A motion was made by Sandra and supported by Mary to adjourn the meeting at 7:27 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
Board of Trustees

Minutes of Special Board Meeting
Monday, May 22, 2017

1. CALL TO ORDER: The meeting was called to order at 6:30 p.m. by Jennifer. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (DeeDee) Grant.
2. APPROVAL OF AGENDA: A motion was made by Sandra and supported by Mary to approve the agenda as presented.
3. PUBLIC HEARING: Fiscal Year 2017-18. Proposed Library Budget. A public hearing was opened at 6:30 p.m. for consideration of the Proposed Library Budget for Fiscal Year 2017-18. No members of the public were present.
4. APPROVAL OF MINUTES: A motion was made by Sandra and supported by Al to approve the minutes of the April 24, 2017 regular meeting as written.
5. UNFINISHED BUSINESS:
 - a. Adoption of FY 2017-18 Proposed Library Budget. There were no changes to the FY 2017-18 Proposed Library Budget and there was no discussion. A motion was made by Al and supported by Mary to approve the FY 2017-18 Proposed Library Budget as written. A roll call vote was held. Jim (yes), Al (yes), Mary (yes), Sandra (yes) and Jennifer (yes). Motion passed.
6. NEW BUSINESS:
 - a. Consideration of holding an Executive Session to discuss an item exempt from disclosure under the Open Meeting Act. A motion was made by Sandra for the Board to meet in Executive Session under Section 8(a) of the Open Meetings Act for the annual personnel evaluation of the Library Director. The motion was seconded by Al and a roll call vote was held: Jim (yes), Al (yes), Mary (yes), Sandra (yes) and Jennifer (yes). Motion passed unanimously.Entered into Executive Session at 6:32 p.m.
A motion was made by Sandra and supported by Al to return from Executive Session. Motion passed unanimously.
Return from Executive Session at 6:41 p.m.
7. CALL TO THE PUBLIC: No public present.
8. ADJOURNMENT: It was moved by and supported by to adjourn the Special Meeting at 6:42 p.m.

RESPECTFULLY SUBMITTED,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting **Monday, June 26, 2017**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Sandra Messing, 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 comments from the public.
4. **APPROVAL OF MINUTES:** Special Meeting, Regular Meeting, Closed Session of May 22, 2017. A motion was made by Mary and supported by Al to approve the minutes of the Special Meeting of May 22, 2017 as written. A motion was made by Al and supported by Mary to approve the minutes of the Regular Meeting of May 22, 2017 as written. A motion was made by Mary and supported by Al to approve the minutes of the Closed Session of May 22, 2017 as written. Motions 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:** Andrea passed out two budget reports for March and April from the City and a current budget update was included in the board packet. She explained that the penal fines, state aid, insurance distribution and potentially one more property tax posting will be added into the revenue for this fiscal year. There were no questions from the board members.
7. **DIRECTOR'S REPORT:** Andrea found out that the new phone system installation will now occur in July and not this fiscal year as budgeted. After the system is installed, we will have to complete a budget amendment with the fund balance. The custodial contract with our current vendor ends June 30. We will be on a month to month basis until the City secures a new contract for custodial services. The Library will be participating in the Lite the Night fireworks event on Thursday and the Family Fun Nights on Thursday evenings this summer. The Summer Reading Kickoff Party, our first held on Saturday, was successful. Andrea gave an update on other summer programs. Our patron and staff copy machines will be replaced in July. Zinio, our digital magazine product, has changed their name to RBdigital. To inform our patrons of the change we have updated marketing materials available and news of the update will be in our July eNewsletter.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, talked about the Car Wash that raised \$172 and the Children's Sidewalk Sale that generated \$300.75 in sales. Jane also asked about the status of the stolen books and Andrea gave a brief

APPROVED: 7/24/2017

update. Andrea also thanked the Friends for their work and donations to the Library. Andrea also talked about the donations from the Wixom-Walled Lake Lion's Club and Wixom Mom's Club. A suggestion was made by DeeDee to thank them and tell them what was purchased on Facebook.

10. COMMUNICATIONS: There was one suggestion to purchase the Gravity Falls series in the suggestion box. The DVD set was purchased and is in the Children's area. Al noted that our circulation and door count statistics are up for the year. The Board asked Andrea to further explain our circulation, door count and programming attendance figures.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **FY 2016 – 2017 Budget Amendments** – Andrea discussed the year-end budget amendments to even out the accounts. There were no questions from the Board. A motion was made by Mary and supported by Al to approve the FY 2016-2017 Budget Amendments as presented in the board packet. Motion passed.
13. CALL TO THE PUBLIC: There were no comments from the public.
14. BOARD MEMBERS' COMMENTS: There were no comments from the board members.
15. NEXT MEETING DATE: The next meeting is July 24, 2017, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Mary and supported by Al to adjourn the meeting at 7:25 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting **Monday, July 24, 2017**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Jennifer Mulder, Director Andrea Dickson and Executive Assistant Carol Barone, Arrived Late: Sandra Messing, Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** Andrea requested to remove "a. Budget Amendment for Phone System" and add "Website Calendar" to New Business on the agenda. A motion was made by Jennifer and supported by Al to approve the agenda as amended. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Al and supported by Jennifer to approve the minutes of the Regular Meeting of June 26, 2017 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:** The board packet contained the budget review from March and April and a current budget update. Andrea explained that a budget amendment for FY 2017-18 is not needed since the new phones were received in June. The \$2,000 will be taken out of our FY 2016-17 capital improvements budget. She discussed the year end accounts and based on extremely preliminary figures it looks like we will be using significantly less, if anything at all, from our fund balance. Al asked Andrea for clarification on the donation account and Andrea discussed what counts as donations.
7. **DIRECTOR'S REPORT:** Andrea discussed the status of the new phone system installation and our custodial contract. Our patron and staff copy machines have been replaced. The board packet contained a memo discussing year-end statistics that addressed various statistical trends for the library and Andrea discussed them with the group.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. Their quarterly meeting will be held tomorrow.
10. **COMMUNICATIONS:** There was one suggestion to start a toy library in the suggestion box and one email compliment about the Exotic Zoo Children's program that was included in the board packet.
11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. NEW BUSINESS:

- a. **Strategic Plan Update** – It has been almost 2 years since the Strategic Plan has been in place. The board packet contained an update of the goals achieved during FY 2016-17 and a discussion was held. Andrea asked the group for their suggestions and their ideas included ground seating in the children's area, expand maker space, littleBits kits, check out tools, schedule evening kids programs on different days of the week and kids invention program using parts from recycled technology. Andrea is planning on having brainstorming sessions at the next professional and all staff meetings in August and September to encourage staff to think about new ideas and goals for the next year and beyond.
- b. **Website Calendar** – Andrea demonstrated the new website that will go live mid-August. Currently the website calendar does not allow us to remove the "Fee" option when patrons register for library events. She discussed the awkwardness of our current registration process and the importance of having patron information hosted on a secure server. She talked about the Evanced system and asked for their input. The Board was in agreement to utilize Evanced for event registration.

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 August 28, 2017, Regular Meeting at 7:00 p.m.

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

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting **Monday, August 28, 2017**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Sandra Messing, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Jennifer Mulder.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Al to approve the agenda as amended. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Al and supported by Sandra to approve the minutes of the Regular Meeting of July 24, 2017 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The budget review was not available from the city. The board packet contained a current budget update. The update showed the penal fines and insurance distribution in FY 2017-18. Those items should be in FY 2016-17 and will be moved. We are also waiting for the final state aid check.
7. **DIRECTOR'S REPORT:** Andrea discussed our projected revenue and expenditures for FY2016-17. The Library is in very good shape this year. The City Council approved a 5 year contract for janitorial services that will start October 1. The cost to the Library is an increase from the previous company and we will need to do a budget amendment later this year to cover that increase. We live streamed the NASA feed of the solar eclipse and we estimate that 200-300 patrons attended. The Community Center was extremely generous and let us use the ballroom in order to handle the much larger than expected crowd. In addition to the live stream, we had snacks, a galaxy rock craft and coloring sheets for adults and kids. TLN has signed a 7 year contract with our new ILS vendor The Library Corporation (TLC). The ILS migration is tentatively planned for Memorial Day weekend when the Library is closed.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present and there was no update. The board packet contained the Friends Third Quarter Meeting minutes. Andrea also wanted to remind the board of the Friends Book Sale on October 18-21, 2017.
10. **COMMUNICATIONS:** There were five suggestions and/or comments that were included in the board packet. There was also a card from a patron thanking the library team for the two books and the Meijer gift card she received at the Build a Better World adult summer reading club.

11. UNFINISHED BUSINESS: There was no unfinished business. A question about the status of the inspirational quotes artwork was asked. Andrea said the Quiet Study room has been updated with the inspirational quotes and we will be working on other areas in the future.
12. NEW BUSINESS:
 - a. **Patron Survey** – Patron surveys provide useful information about why patrons are using the Library and what they would like to see in the future. Andrea has recommended that we conduct a user survey this fall. The board packet contained a draft of the survey and Andrea asked the board for their feedback. A suggestion was made to add “do you visit other libraries, if so, why?” The board decided that the survey should be distributed the week of October 23-28. That week has a lot of programming for all ages allowing us to reach a variety of users.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS’ COMMENTS:

Sandra: The library staff did a great job dealing with the crowd at the eclipse program. It looks like a lot of thought went into the Fall programming.

Al: Asked about the Around the Town Book Discussion at the Drafting Table.

Jim: No comment.

Mary: No comment.

DeeDee: Asked if we are charged for 800 renewal #. Andrea explained that it is included in the services we receive from TLN.
15. NEXT MEETING DATE: The next meeting is September 25, 2017, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Sandra and supported by Mary to adjourn the meeting at 7:27 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting **Monday, September 25, 2017**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Sandra Messing.
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 public present.
4. **APPROVAL OF MINUTES:** A motion was made by Mary and supported by Jennifer to approve the minutes of the Regular Meeting of August 28, 2017 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Al to approve the expenditures as amended. Motion passed.
6. **BUDGET REVIEW:** The budget review was not available from the city. The board packet contained a budget update through the end of September. The update showed the penal fines and insurance distribution moved into FY 2016-17. We are in good shape in FY 2016-17 and it looks like we will be able to put approximately \$16,000 into our fund balance.
7. **DIRECTOR'S REPORT:** The board packet contained the auditor's engagement letter. The Friends of the Library Silent Auction will be held on October 2 through October 14 and the Friends Book Sale will be October 18 through October 21. Andrea attended a safety and security workshop and included in the board packet the PowerPoint slides and notes from the workshop. Andrea plans on reviewing our security measures and schedule a time with the police department for the library staff to participate in active shooter training. A security review will be included in next month's meeting agenda. Sara and Andrea will be presenting story-times at the MSU Tollgate Farms Pumpkinfest on October 7 and 8. Our disc repair machine broke early in the summer. We purchased a new machine at 50% off. The machine allows us to keep our DVDs, audiobooks and music CDs in the collection for a much longer period of time before we need to purchase replacement copies.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present and there was no update. They are in need of sturdy boxes like the cases that copy paper comes in. Andrea asked the group that if they have any copy paper boxes the Friends would appreciate them.
10. **COMMUNICATIONS:** There was one compliment that was included in the board packet regarding how grateful the patron was to receive the eclipse glasses.

11. UNFINISHED BUSINESS:

- a. **Library User Survey** – Andrea included in the board packet drafts of the revised Library's user survey in the print and online version. There were no additional suggestions from the Board. The surveys will be distributed to patrons on our eNews list, website and social media accounts as well as passed out in the library October 23 through October 29.

12. NEW BUSINESS:

- a. **Staff Options** – Amanda resigned her position as Teen/Adult Services Librarian and her last day was September 15. Before posting the position full-time, Andrea wanted to make the Board aware of the potential financial impacts to the library and ask them for their feedback. The board packet contained information on health insurance costs, MERS longevity costs and an increase to our custodial services contract for next fiscal year. Andrea and the Board discussed the options and a recommendation was made to post the position at full-time. If a qualified candidate isn't found then the position will be posted as two part-time positions.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Jennifer complimented the new website and said the pictures looked good. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is October 23, 2017, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Al to adjourn the meeting at 7:20 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting **Monday, October 23, 2017**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Jennifer. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (DeeDee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Mary 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 Sandra to approve the minutes of the Regular Meeting of September 25, 2017 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Sandra and supported by Mary to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The budget review was not available from the city. The board packet contained a budget update through the end of October. There were no questions from the board.
7. **DIRECTOR'S REPORT:** The security gate has been malfunctioning; service was called and it is currently working. The current gate was installed in 2004. Andrea suggested that we start considering a new security gate and plan for that during budget preparations. We received 24 applications for the Teen & Adult Services Librarian position. Interviews are being conducted this week. Andrea will be attending the TLC Users Conference with TLN staff as the chair of the shared system user group in November.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The Friends Book Sale was a success and raised over \$5,200. Andrea thanked the Friends. There were a lot of book and DVD movie donations this time. A lot of work goes into having the book sale and the Friends did a great job. The Friends wanted to thank Jim Lowe for his help. The Friends quarterly meeting is tomorrow.
10. **COMMUNICATIONS:** There were no suggestions or communications this month.
11. **UNFINISHED BUSINESS:** There was no unfinished business.
12. **NEW BUSINESS:**
 - a. **Security Review** – Andrea reviewed the Library's security measures and included a report in the board packet. She discussed the safety and security measures currently in place with the Board. She will be updating the emergency binders that outline procedures

based on the type of emergency. A suggestion was made to have staff review the emergency binder at their yearly evaluation. The board packet also contained the current Patron Behavior policy. There have been changes in the laws since our policy was initially adopted in 2008. Andrea recommended that we have our attorney review the policy to make sure we are in compliance with current laws and that the policy covers all potential behavior scenarios and the Board agreed. The Director of Public Safety Ron Moore will conduct active shooter training for library staff on Wednesday, December 13 from 8 a.m. to 12 p.m. The Library will have to close the morning of the training but will be able to open at 1 p.m. Andrea discussed security cameras and the Library Privacy Act with the Board. Andrea will be obtaining quotes for security cameras and report back to the Board at the next meeting.

- b. **Meeting Dates for 2018** – The Board Meeting Dates for 2018 was included in the board packet. A motion was made by Mary and supported by Al to approve the meeting dates for 2018 as presented. Motion passed unanimously.

- 13. **CALL TO THE PUBLIC:** No public present.
- 14. **BOARD MEMBERS' COMMENTS:** Jim Lowe: Pat Beagle and there were no other comments from the Board.
- 15. **NEXT MEETING DATE:** The next meeting is November 27, 2017, Regular Meeting at 7:00 p.m.
- 16. **ADJOURNMENT:** A motion was made by Al and supported by Sandra to adjourn the meeting at 7:26 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting **Monday, November 27, 2017**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Absent: Jim Lowe.
2. **APPROVAL OF AGENDA:** Requested by Andrea to add "c. Approval of Vacation Time for New Hire" under New Business to the agenda. A motion was made by Sandra and supported by Al to approve the agenda as amended. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Mary to approve the minutes of the Regular Meeting of October 23, 2017 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The budget review was not available from the city. The board packet contained a budget update through the end of November. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** Security cameras were discussed and Andrea will provide the Board with quotes on security cameras at the January meeting. The Patron Behavior Policy is also being reviewed by our lawyer and should be ready for approval at the January meeting as well. Andrea thanked the Friends for approving funding for several winter programs, reading floor cushions for the Children's area, whiteboards for the group study room, winter postcard printing and the yearly licensing fee to show movies. Andrea attended the TLC CARL Conference and discussed the vendor software system with the group. Active shooter training is planned for Library staff on Wednesday, December 13 from 8 a.m. – 12 p.m. and the Library will be closed until 1:00 p.m. on that day. Andrea introduced Emily, our new Teen & Adult Services Librarian, to the Board.
8. **UPDATE FROM CITY COUNCIL:** Andrea will be attending the December 19 City Council meeting when the new Board members, Allison Wert and Christy Currier, are sworn in.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. There was no official update but the quarterly Friends meeting minutes were in the board packet. The Friends collected \$5,257 from the book sale. Their hard work and continued financial support for programs and supplies is extremely appreciated.
10. **COMMUNICATIONS:** There was one comment that was included in the board packet this month.

11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **Presentation of Annual Report** – The board packet contained the FY2016-2017 Wixom Public Library Annual Report. Andrea reported overall it was a good year for the Library. Al said it was a nice looking report. Mary commented that it was easy to read and DeeDee thought it was great as well.
- b. **User Survey Results** – There were 241 responses to the user survey with 223 collected online. The board packet contained the full survey results and Andrea discussed the results with the Board. Several comments were on space improvements with more comfortable furniture and better access for electronic devices. There were many suggestions for self-check out machines. Andrea has been researching self-check out machines that will work with our current security strips well as RFID should we convert to that in the future. Our current fund balance is at 35.2 percent of our annual budget. Andrea recommended that the Board considers using a portion of the fund balance to purchase a self-check out machine. She will report back to the Board at the January meeting with quotes and more information. The survey results regarding friendliness were discussed by the Board and Andrea has conveyed to staff the importance of customer service. Other items discussed were current materials and expanded hours.
- c. **Approval of Vacation Time for New Hire** – Andrea discussed the vacation policy to the Board. A motion was made by Sandra and supported by Al to approve a one week vacation after 6 months of service for the Teen & Adult Services Librarian. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Al Boyko: Al gave the Board a history of the person most responsible for his love of libraries and books and that was his father. Growing up in Detroit they were the last house on the block to get a TV. On Saturdays, I would walk 1-1/2 miles to the library and 1-1/2 miles back home. My brother came home from college and talked my father into getting a TV. My father got hooked on the cowboys on TV but I was hooked on books. Al said it was an honor to be a trustee on the Board for the last 6 years. The other board members thanked Al for his service on the Board and he will be missed.

15. NEXT MEETING DATE: The next meeting is January 22, 2018, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Al to adjourn the meeting at 7:36 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant