

WIXOM PUBLIC LIBRARY
Board of Trustees

Minutes of Regular Board Meeting
Monday, January 28, 2013

1. **CALL TO ORDER:** Ann-Marie called the meeting to order at 7:02 p.m. Board members present: Ann-Marie Sharpe, Jenny Selmaible, Al Boyko, Jim Lowe, Traci Lampela, Cindy Mack, Library Director and Carol Barone, Administrative Assistant. Excused Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Jenny and supported by Al to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public at this time.
4. **APPROVAL OF MINUTES:** A motion was made by Traci and supported by Al to approve the minutes of the November 26, 2012, Regular Meeting as written. Motion passed.
5. **EXPENDITURES:** A motion was made by Jenny and supported by Traci to approve the expenditures as presented in the Board packet. Motion passed.
6. **BUDGET REVIEW:** There were no questions about the budget report as presented in the Board packet.
7. **DIRECTOR'S REPORT:** Cindy shared her report as documented in the Board packet.
8. **UPDATE FROM CITY COUNCIL:** No updates.
9. **COMMUNICATIONS:** The Board packet contained one suggestion box comment and response. There was no discussion concerning this agenda item.
10. **UNFINISHED BUSINESS:** Nothing to report.
11. **NEW BUSINESS:**
 - a) **Election of Officers and formation of committees** – A discussion was held regarding the appointment of officers and committees.
A motion was made by Jenny and supported by Ann-Marie to appoint Jim as President, Traci as Vice President, Al to remain as Treasurer, Jenny to remain as Secretary, with Ann-Marie and Mary as members-at-large. The Budget Committee will be Al, Traci and Jenny, Personnel Committee will be Jim, Ann-Marie and Mary, and the Building Committee will be unstaffed for now with any concerns handled by the Budget Committee. Motion passed unanimously.
 - b) **2014 Holiday closings for TLN shared system calendar** – Same holiday closings as in 2013. A motion was made by Traci and supported by Jenny to approve the 2014 Holiday closing dates as presented. Motion passed.
 - e) **Library security** – Cindy talked about the presentation Police Chief Goodlein had with the staff during the All Staff Meeting in January. Due to the recent incidents at Sandy Hook and other public buildings, it was decided that extra security equipment should be installed in our city buildings. Panic

buttons will be installed throughout the library at the same time as the city buildings to keep our costs down. Cindy will obtain a quote for security cameras and present that at a future meeting.

d) Budget amendments – We received \$1,491 more funding from the federal Erate program than anticipated, which was added to Federal Grants revenue. The Library will need an increase of \$2,300 in the Library Network account to cover funding for an extra delivery date and unanticipated costs in bindery and supplies. There is also an increase of \$300 in Database Subscriptions. The budget amendment includes a decrease in Printing and Postage by \$500, Miscellaneous by \$560 and the Cable Expenditure by \$49 to cover these costs. Al made a motion to approve the budget amendment as amended. Traci seconded the motion and the Board approved it unanimously.

e) Technology Plan – Cindy shared with the group the January 2013-January 2016 Technology Plan that was included in the Board packet. A motion was made by Al and supported by Traci to approve the Technology Plan as presented. Motion passed.

f) Personnel Policy Statement – A motion was made by Jenny and supported by Al to eliminate Personnel Policy Statement Vacation/Sick Leave from November 1995 and Part-time Personnel from February 1998 from the employee manual and to replace them with the updated Personnel Policy Statement. Motion passed.

g) Job Descriptions with wage ranges – A motion was made by Traci and supported by Jenny to accept the 10 job descriptions with salary ranges that was presented in the Board packet. Motion passed.

h) Policy and procedures regarding Americans with Disabilities Act – A motion was made by Jim and supported by Al to approve the Americans with Disabilities Act that was included in the Board packet. Motion passed.

i) 40th Anniversary – Cindy discussed the ideas for the 40th Anniversary Events that was included in the Board packet.

12. **CALL TO THE PUBLIC:** Jane Kleban, Vance McCormick and Mary Killeen from the Friends were present and talked about their Million Penny fundraising ideas. It is tentatively planned to run from April 2013 to April 2014. Jane gave the Board a letter and a card with a generous donation to the Library to help jump start the 40th Anniversary campaign. She also gave statistics on how much money the Friends have raised to fund Library programs and supplies in the past.

13. **MEMBERS' COMMENTS:**

Al: Pass.

Jenny: Thank you Friends for the penny wrapper fundraising idea and for the generous check.

Traci: Nice job Cindy. That was a lot of information to go over.

Jim: No comment.

Ann-Marie: Thank you to the Friends for their generous donation presented to us tonight. And thank you Cindy for all your prep work putting together all the information in this Board packet.

14. **NEXT MEETING DATE:** The next meeting is February 25, 2013, at 7:00 p.m.

15. **ADJOURNMENT:** A motion was made by Al and supported by Jenny to adjourn the meeting at 8:10 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting Monday, February 25, 2013

1. CALL TO ORDER: Jim called the meeting to order at 7:03 p.m. Board members present: Jim Lowe, Ann-Marie Sharpe, Jenny Schnaible, Al Boyko, Traci Lampela, Mary Proper, Cindy Mack, Library Director and Carol Barone, Administrative Assistant.
2. APPROVAL OF AGENDA: A motion was made by Ann-Marie and supported by Jenny 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 Jenny to approve the minutes of the January 28, 2013, Regular Meeting as written. Motion passed.
5. EXPENDITURES: A motion was made by Jenny and supported by Al to approve the expenditures as presented in the Board packet. Motion passed.
6. BUDGET REVIEW: There were no questions about the budget report as presented in the Board packet
7. DIRECTOR'S REPORT: Cindy shared her report as documented in the Board packet. Cindy completed the requirements of our QSAC renewal. The Library Board now has an email account that can be accessed through a link on our website. To increase availability of our new DVD's to our patrons, we will be implementing a 3 day circulation instead of 7 days.
8. UPDATE FROM CITY COUNCIL: No updates. The Mayor's State of the City address will be on March 7th at the Community Center.
9. COMMUNICATIONS: The Board packet contained suggestion box comments and responses. Cindy passed out and discussed with the group a letter from Vanessa Peters, the former Teen Services Librarian. Jim talked about the letter he received from the Friends of the Library. He also had applications and a schedule of their meetings, book sales, and other activities available for the group.
10. UNFINISHED BUSINESS: Nothing to report.
11. NEW BUSINESS:
 - a) 2013-2014 Budget – A lengthy discussion was held regarding the cuts to our proposed budget. A motion was made by Al and supported by Jenny to close on Fridays during the summer and on additional days near the holidays throughout the year. Motion passed unanimously. A motion was made by Ann-Marie and supported by Traci to combine the open Teen Services Librarian and Children's Assistant positions into a part time Tween/Teen Services Librarian to work collaboratively with the Children's Librarian. Motion passed unanimously.

- b) **Revised Job Description** – Cindy will work on the newly created Tween/Teen Services Librarian position job description will email the Board when it is completed.
- c) **Emergency Procedures & Disaster Recovery Plan (QSAC)** – The information was presented to the Board. Jim had noticed that the Gas and Electric phone numbers were wrong. That correction will be made to the emergency contact page.

12. **CALL TO THE PUBLIC:** No one was present from the public.

13. **MEMBERS' COMMENTS:**

Ann-Marie: Well done Jim on finding the error in the Emergency Procedures & Disaster Recovery Plan. Congratulations on your first meeting as president.

Al: Pass.

Jenny: No comment.

Traci: Pass.

Jim: No comment.

14. **NEXT MEETING DATE:** The next meeting is March 25, 2013, at 7:00 p.m.

15. **ADJOURNMENT:** A motion was made by Traci and supported by Al to adjourn the meeting at 8:13 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY
Board of Trustees

Minutes of Regular Board Meeting
Monday, March 25, 2013

1. CALL TO ORDER: Jim called the meeting to order at 7:00 p.m. Board members present: Jim Lowe, Ann-Marie Sharpe, Jenny Schnaible, Al Boyko, Traci Lampela, Mary Proper, Cindy Mack, Library Director and Carol Barone, Administrative Assistant.
2. APPROVAL OF AGENDA: Requested by Cindy to add "b. Friends of the Library Update and Request" under New Business. A motion was made by Ann-Marie and supported by Jenny to approve the agenda as amended. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public at this time.
4. APPROVAL OF MINUTES: A motion was made by Al and supported by Ann-Marie to approve the minutes of the February 25, 2013, Regular Meeting as written. Motion passed.
5. EXPENDITURES: A motion was made by Ann-Marie and supported by Traci to approve the expenditures as presented in the Board packet. Motion passed.
6. BUDGET REVIEW: TLN is incorrectly showing \$4,000 that should be in the Database Subscription Account. That correction will be on the next report at the April Board meeting. There were no questions about the budget report as presented in the Board packet.
7. DIRECTOR'S REPORT: Cindy shared her report as documented in the Board packet. The Lions Club presented the Library with a \$250 check that will be used to purchase additional eBooks. Jim reminded us to thank the volunteers when they are collecting funds for the Lions for their donation to the Library.
The City of Wixom website has a donation page and there is an option to donate to the Wixom Public Library.
We are still looking for a candidate to run for a six-year term on the Library Board.
8. UPDATE FROM CITY COUNCIL: Traci and Cindy attended the Mayor's State of the City meeting.
9. COMMUNICATIONS: The Board packet contained suggestion box comments and responses.
10. UNFINISHED BUSINESS:
 - a) **Draft 2013-2014 Budget** – Cindy shared with the group the reduced revenues and increased costs and discussed in detail the proposed 2013-2014 budget.
 - b) **Updated Tween and Teen Services Position Description** – A motion was made by Ann-Marie and supported by Jenny to add "collaboratively" and "Tween" to the Part-time Tween and Teen Services Librarian position description. Motion passed.
11. NEW BUSINESS:

a) **Establishment of a Public Hearing date to adopt the 2013-14 Library budget** – A motion was made by Ann-Marie and supported by Jenny for the public hearing to be on Monday, May 6, 2013 at 6:30 p.m. to adopt the 2013-14 Library budget to be followed by the Regular Board Meeting at 7:00 p.m. Motion passed.

b) **Friends of the Library Update and Request** – Jane Kleban, president of the Friends, gave an update about the donations to the Library. The Silent Auction will be April 8-20 and the Used Book Sale is April 24-27. Mary Killeen, Friends vice president, talked about the Million Penny drive that will start on April 1. Jane also passed out to the group a fact sheet about the Wixom Public Library. Requested by Cindy to add “Update from the Friends of the Library” as a permanent standing agenda item after the “Update from City Council”. A motion was made by Ann-Marie and supported by Jenny to add “Update from the Friends of the Library” to future agendas. Motion passed.

12. **CALL TO THE PUBLIC:** Mary Larsen addressed the Board and asked for clarification on some of the budget items discussed. Also, Adopt an Author should be marketed more.

13. **MEMBERS’ COMMENTS:**

Ann-Marie: Pass.

Al: Pass.

Jenny: Pass.

Traci: No comment.

Jim: Thank you to the Friends.

14. **NEXT MEETING DATE:** The next meeting is April 22, 2013, at 7:00 p.m.

15. **ADJOURNMENT:** A motion was made by Al and supported by Ann-Marie to adjourn the meeting at 8:05 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting Monday, April 22, 2013

1. **CALL TO ORDER:** Jim called the meeting to order at 7:01 p.m. Board members present: Jim Lowe, Ann-Marie Sharpe, Jenny Schmaible, Al Boyko, Mary Proper, Cindy Mack, Library Director and Carol Barone, Administrative Assistant. Traci Lampela arrived late.
2. **APPROVAL OF AGENDA:** A motion was made by Ann-Marie and supported by Al to approve the agenda. Motion passed.
3. **CALL TO THE PUBLIC:** Cindy introduced 2 new staff members: Aleta, our new Circulation Clerk, and Stephanie, our new Tween/Teen Librarian.
4. **APPROVAL OF MINUTES:** A motion was made by Jenny and supported by Mary to approve the minutes of the March 25, 2013 Regular Meeting as written. Motion passed.
5. **EXPENDITURES:** A motion was made by Al and supported by Mary to approve the expenditures as presented in the Board packet. Motion passed.
6. **BUDGET REVIEW:** There were no questions regarding the budget report as presented in the Board packet.
7. **DIRECTOR'S REPORT:** Cindy shared her report as documented in the Board packet.
8. **UPDATE FROM CITY COUNCIL:** No updates.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, gave the Board a progress report on the Million Penny Promotion, the Recognition Tree, and the Silent Auction. She also talked about the Book Sale that will be this week.
10. **COMMUNICATIONS:** The Board packet contained suggestion box comments and responses.
11. **UNFINISHED BUSINESS:**
 - a) **Proposed 2013-2014 Library Budget** – Cindy shared with the Board members the detailed budget recommendations draft from the Budget Committee. She also presented the 2013-2014 goals regarding the programs, collections, adding new materials, technology, and staff. There was discussion on how to make the goals more specific. The budget and goals will be presented at the public hearing next month.
12. **NEW BUSINESS:**
 - a) **Distribution of Director evaluation materials for May 20 meeting** – Cindy distributed to each Board member the Library Director evaluation forms. The completed forms should be given to Carol Barone in the sealed envelope by May 2. Jim reminded the group that it is very important to include their comments along with their number rating.

b) 2012-2013 Budget Amendments – This amendment is to even out the end of year accounts. A motion was made by AI and supported by Traci to adopt the amendment as printed in the board packet. Motion passed.

13. CALL TO THE PUBLIC: Jane Kleban offered a suggestion regarding the 2013-2014 goals.

14. MEMBERS' COMMENTS:

Ann-Marie: Pass.

AI: No comment.

Jenny: Pass.

Mary: Pass.

Traci: I'm sorry about arriving a few minutes late.

Jim: Congratulations on the QSAC certification.

15. NEXT MEETING DATE: The next meeting is May 20, 2013, Special Meeting 6:30 p.m.; Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jenny and supported by Ann-Marie to adjourn the meeting at 7:48 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting Monday, May 20, 2013

1. CALL TO ORDER: Jim called the meeting to order at 7:10 p.m. Board members present: Jim Lowe, Jenny Schnaible, Traci Lampela, Mary Proper, Cindy Maek, Library Director and Carol Barone, Administrative Assistant. Excused Absent: Al Boyko and Ann-Marie Sharpe.
2. APPROVAL OF AGENDA: A motion was made by Mary and supported by Jenny to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public at this time.
4. EXPENDITURES: A motion was made by Jenny and supported by Traci 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. There were no questions regarding the budget report.
6. DIRECTOR'S REPORT: Cindy shared her report as documented in the Board packet. Because the last day of school will be Wednesday, June 12th, the Summer Reading Kickoff will be moved to Thursday, June 13th.
7. UPDATE FROM CITY COUNCIL: No updates. Cindy and Traci will attend the next City Council meeting on Tuesday, May 28th.
8. UPDATE FROM THE FRIENDS OF THE LIBRARY: Jane Kleban, President of the Friends, discussed with the Board the Founders Day Event and the proceeds from the April Book Sale. They have received over \$1,000 in donations on the Million Penny project. A sign will be posted in the Library showing our first \$1,000 wedge.
9. COMMUNICATIONS: The Board packet contained suggestion box comments and responses.
10. UNFINISHED BUSINESS: There was no unfinished business.
11. NEW BUSINESS: There was no new business to discuss.
12. CALL TO THE PUBLIC: No comments from the public.
13. MEMBERS' COMMENTS:
 - Jenny: No comment.
 - Traci: No comment.
 - Mary: No comment.
 - Jim: Thanks to the Budget Committee for your work. It looks like everything is all in order.

APPROVED: 6/24/2013

14. NEXT MEETING DATE: The next meeting is June 24, 2013, Regular Meeting 7:00 p.m.
15. ADJOURNMENT: A motion was made by Mary and supported by Jenny to adjourn the meeting at 7:51 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY
Board of Trustees

Minutes of Special Board Meeting
Monday, May 20, 2013

1. CALL TO ORDER: The meeting was called to order at 6:32 p.m. by Jim. Board members present: Jim Lowe, Jenny Schnaible, Traci Lampela, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Al Boyko and Ann-Marie Sharpe.
2. APPROVAL OF AGENDA: A motion was made by Jenny and supported by Traci to approve the agenda as presented. Motion passed.
3. PUBLIC HEARING: Fiscal Year 2013-14. Proposed Library Budget. Jane Kleban asked for clarification on some of the items on the proposed budget. She stated that maybe the Friends could offer more funding for community programming and some AV supplies.
4. APPROVAL OF MINUTES: A motion was made by Mary and supported by Traci to approve the minutes of the April 22, 2013 regular meeting as written. Motion passed.
5. UNFINISHED BUSINESS:
 - a. Adoption of FY2013-14 Proposed Library Budget. A motion was made by Traci and supported by Jenny to approve the FY2013-14 Proposed Library Budget as written. 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 roll call vote was held. Roll call vote: Jenny (yes), Traci (yes), Mary (yes), Jim (yes). Motion passed.
7. CALL TO THE PUBLIC: No comments from the public.
8. ADJOURNMENT: It was moved by Traci and seconded by Mary to adjourn the meeting at 6:46 PM. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting Monday, June 24, 2013

1. CALL TO ORDER: Jim called the meeting to order at 7:00 p.m. Board members present: Jim Lowe, Mary Proper, Al Boyko, Ann-Marie Sharpe, Cindy Mack, Library Director and Carol Barone, Administrative Assistant. Excused Absent: Jenny Schnaible and Traci Lampela.
2. APPROVAL OF AGENDA: Requested by Cindy to delete the approval of the minutes of the May 20, 2013, Executive Session from the agenda. This item will now be on the July 24 agenda. A motion was made by Al and supported by Mary to approve the agenda as amended. 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 May 20, 2013, Special Meeting as written. Motion passed. A motion was made by Al and supported by Mary to approve the minutes of the May 20, 2013, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Ann-Marie and supported by Mary to approve the expenditures as outlined 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 regarding the budget report.
7. DIRECTOR'S REPORT: Cindy shared her report as documented in the Board packet. There also was a correction made on the Statistical Report that was in the Board packet.
8. UPDATE FROM CITY COUNCIL: Cindy attended both of the two City Council Budget Sessions and gave a brief update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Jane Kleban, President of the Friends, talked about the Children's Sidewalk Sale proceeds and updated the Million Penny status. She also talked about ideas for fund raising to the group.
10. COMMUNICATIONS: There were two suggestion comments and responses in the Board packet.
11. UNFINISHED BUSINESS: There was no unfinished business this month.
12. NEW BUSINESS:
 - a. **Consideration of holding an Executive Session to discuss items exempt from disclosure under the Open Meetings Act.** A motion to hold an executive session was made by Al and seconded by Ann-Marie. A roll call vote was taken: Al (yes), Mary (yes), Ann-Marie (yes) and Jim (yes). Return to regular session at 7:35 p.m.

b. FY 2012-2013 Budget Amendments. Cindy discussed the Budget Amendments as presented in the Board packet. A motion was made by Ann-Marie and supported by Mary to approve the Budget Amendment as presented in the Board packet. Motion passed.

c. Consideration of holding an Executive Session to discuss items exempt from disclosure under the Open Meetings Act. A motion to hold an executive session was made by Al and seconded by Ann-Marie. A roll call vote was taken: Al (yes), Mary (yes), Ann-Marie (yes) and Jim (yes). Return to regular session at 7:50 p.m.

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

14. BOARD MEMBERS' COMMENTS:

Ann-Marie: I will not be at the July meeting. If I am needed for a quorum, please let me know. I can attend the week before but not the week after.

Jim: I would like to recognize the Sharpe family for the generous donation to the choir program at Western High School.

Al: No comment.

Mary: No comment.

15. NEXT MEETING DATE: The next meeting is July 24, 2013, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Ann-Marie and supported by Al to adjourn the meeting at 7:55 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting Monday, July 22, 2013

1. CALL TO ORDER: Jim called the meeting to order at 7:02 p.m. Board members present: Jim Lowe, Jenny Schnaible, Mary Proper, Al Boyko, Cindy Mack, Library Director and Carol Barone, Administrative Assistant. Excused Absent: Traci Lampela and Ann-Marie Sharpe.
2. APPROVAL OF AGENDA: A motion was made by Al and supported by Jenny to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. APPROVAL OF MINUTES: Requested by Cindy to amend the minutes to include under New Business **c. Consideration of holding an Executive Session to discuss items exempt from disclosure under the Open Meetings Act.** A motion was made by Mary and supported by Al to approve the minutes of the June 24, 2013, Regular Meeting as amended. Motion passed.
A motion was made by Jenny and supported by Al to approve the minutes of the May 20, 2013, Executive Session as written. Motion passed.
A motion was made by Al and supported by Mary to approve the minutes of the June 24, 2013, Executive Session as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jenny and supported by Al to approve the expenditures as amended 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 regarding the budget report.
7. DIRECTOR'S REPORT: Cindy shared her report as documented in the Board packet. Cindy thanked the Friends of the Library for financially supporting our programming. Cindy discussed the results of the Michigan Public Libraries Data Digest that was included in the board packet.
8. UPDATE FROM CITY COUNCIL: No updates.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Jane Kleban, President of the Friends, discussed future fundraising programs to the group. The Million Penny program has raised \$2,155 in donations. The car wash fundraiser has been approved and is scheduled for Saturday, August 24 from 11:00 – 3:00. They are looking for volunteers to help wash cars that day. She also talked about the Mission Statement and Bylaws that was included in the Board packet.
10. COMMUNICATIONS: There were no suggestions this month. The Board enjoyed the letter from a young patron. Her favorite place is the Library and she wrote a very nice letter that was included in the Board packet.
11. UNFINISHED BUSINESS: There was no unfinished business this month.

12. NEW BUSINESS:

a. **Teen area shelving and space reconfiguration**

Cindy discussed with the group the Teen area floor plan including the new shelving unit. She asked for input from the Board. The Teen Advisory Board will also be asked for their opinion.

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

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Mary: No comment.

Jenny: No comment.

Jim: I would like to thank Mary for redoing the evaluation.

15. NEXT MEETING DATE: The next meeting is August 26, 2013, 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by Jenny to adjourn the meeting at 7:55 p.m.
Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

Board of Trustees

Minutes of Regular Board Meeting Monday, August 26, 2013

1. **CALL TO ORDER:** Jim called the meeting to order at 7:00 p.m. Board members present: Jim Lowe, Jenny Schnaible, Mary Proper, Al Boyko, Traci Lampela, Ann-Marie Sharpe, Cindy Mack, Library Director and Carol Barone, Administrative Assistant.
2. **APPROVAL OF AGENDA:** A motion was made by Al and supported by Jenny to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** Senator Mike Kowall was in attendance and spoke to the group about the Wixom Public Library achieving the QSAC certification. QSAC is a voluntary management standards program that assists public libraries by setting benchmarks for Governance & Administration, Human Resources, Services, Collection Development, Technology, Facilities & Equipment and Public Relations. He also presented Cindy with a special tribute for display.
4. **APPROVAL OF MINUTES** A motion was made by Jenny and supported by Al to approve the minutes of the July 22, 2013, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Ann-Marie and supported by Jenny 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. This is a preliminary 2012-13 fiscal year budget report before the audit. There were no questions regarding the budget report at the meeting.
7. **DIRECTOR'S REPORT:** Cindy shared her report as documented in the Board packet. Cindy thanked the staff for all their hard work in making the 40th Anniversary Celebration a success. She also thanked the Friends of the Library for their support and fundraising activities.
8. **UPDATE FROM CITY COUNCIL:** No updates.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, passed out to the group an analysis of the Million Penny collections and discussed the fundraising activities. The Million Penny program has raised \$2,678 in donations to date.
10. **COMMUNICATIONS:** There were two suggestions this month and a thank you letter from a patron for the Summer Reading gift package that was included in the Board packet.
11. **UNFINISHED BUSINESS:** There was no unfinished business this month.
12. **NEW BUSINESS:**
 - a. **Library Staffing** - Cindy discussed changes to the staffing levels at the Library along with her upcoming maternity leave.

- b. **Download Destination Participation Agreement** – The Board packet contained the Library Network’s Download Destination Agreement for the Board to review. There were no questions or concerns about this agreement.

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

14. BOARD MEMBERS’ COMMENTS:

Al: No comment.

Mary: No comment.

Traci: No comment.

Ann-Marie: I cannot attend next month’s meeting.

Jenny: Thank you to the staff for working on the 40th Anniversary celebration and to the Friends for the successful car wash on Saturday.

Jim: I would like to apologize for missing the 40th Anniversary event. I had planned on attending but missed the time.

15. NEXT MEETING DATE: The next meeting is September 23, 2013, 7:00 p.m.

ADJOURNMENT: A motion was made by Ann-Marie and supported by Mary to adjourn the meeting at 7:50 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of Regular Board Meeting Monday, September 23, 2013

1. CALL TO ORDER: The meeting was called to order at 7:03 p.m. by Jim. Board members present: Jim Lowe, Jenny Schnaible, Al Boyko, Traci Lampela, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Ann-Marie Sharpe and Mary Proper.
2. APPROVAL OF AGENDA: A motion was made by Jenny and supported by Traci 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 Jenny and supported by Al to approve the minutes of the August 26, 2013, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Al and supported by Jenny to approve the expenditures as presented in the Board packet. Motion passed.
6. BUDGET REVIEW: The budget report was not ready from the city and not available at the meeting.
7. DIRECTOR'S REPORT: Cindy shared her report as presented in the Board packet. Cindy wanted to thank Andrea for the great job she did on the new website. There are a few adjustments that she is still working on. Cindy also asked the Board for any suggestions they have for website improvements. One of the nice features of this new website is when you are viewing it from a smart phone it will automatically adjust for ease in reading.
8. UPDATE FROM CITY COUNCIL: No updates.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Jane Kleban, President of the Friends, talked about the Book Sale on October 9 - 12. The Million Penny program has now exceeded \$3,000 in donations. She also wanted to thank Schonchek for the generous \$500 donation. The Friends have also applied for a \$1,000 grant.
10. COMMUNICATIONS: The Board packet contained suggestion box comments and responses.
11. UNFINISHED BUSINESS:
 - a. **Teen Area** – Cindy discussed the new configuration and new book shelf in the Teen area and asked the Board for their feedback. At the next Teen Library Council (TLC) meeting they will talk about paint colors for the area. Cindy asked the Board for their suggestions on how to improve the CD area and walkway by the windows.
12. NEW BUSINESS: There was no new business this month.
13. CALL TO THE PUBLIC: No comments from the public.

14. BOARD MEMBERS' COMMENTS:

Jim: No comment.

Jenny: I was on the website and it looked terrific. I'm really pleased with it.

Al: No comment.

Traci: No comment.

15. NEXT MEETING DATE: The next meeting is October 28, 2013, 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by Jenny to adjourn the meeting at 7:40 p.m.
Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of Regular Board Meeting Monday, October 28, 2013

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Jim. Board members present: Jim Lowe, Jenny Schnaible, Al Boyko, Traci Lampela, Ann-Marie Sharpe, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** A motion was made by Ann-Marie 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 Traci and supported by Jenny to approve the minutes of the September 23, 2013, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Ann-Marie and supported by Jenny to approve the expenditures as presented in the Board packet. Motion passed.
6. **BUDGET REVIEW:** The budget report was not ready from the city and not available at the meeting.
7. **DIRECTOR'S REPORT:** Cindy shared her report as presented in the Board packet. Our statistics have shown a slight increase in circulation, reference questions and programming attendance from last year with the highest increases in OverDrive audio and e-books.
8. **UPDATE FROM CITY COUNCIL:** No updates.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, submitted a written report that was included in the Board packet. Al asked what happens to the unsold books from the Book Sale. Jane said they are donated to the Salvation Army.
10. **COMMUNICATIONS:** There was no patron suggestions submitted this month.
11. **UNFINISHED BUSINESS:** There was no unfinished business this month.
12. **NEW BUSINESS:**
 - a) **Director maternity leave request** – The Board packet contained Cindy's request and proposal for work coverage and communications during her leave and return to work.
 - b) **FT staff resignation and future library staffing needs** – The full time adult services librarian, Karin, will be retiring on January 15, 2014. A discussion was held about future tax revenue, the Library's budget and the need to replace this full time position. The Board thought it would be best to fill the position from within and use substitute librarians until Cindy returns from leave. At that time the Library will post for a part time position.
 - e) **Library board election and open partial term** – One of the candidates for the Board will be moving out of the area but her name will be on the ballot. After the election, a new person will need to be appointed to fill that partial term.

- d) **Meeting dates of 2014** – The Board packet contained a draft of the Library Board meeting dates for 2014. Every meeting is scheduled on the fourth Monday of the month except for May. Memorial Day is on the fourth Monday therefore May's board meeting is on the third Monday. Jim suggested that the Special Meeting on May 19, 2014, to discuss the Budget be given more time and moved from 6:30 p.m. to 6:15 p.m.

13. CALL TO THE PUBLIC: Jane Kleban wanted to clarify the proceeds from the last Book Sale was \$3,406.25 and not \$4,406.25 that was incorrect in the Friends quarterly meeting minutes.

14. BOARD MEMBERS' COMMENTS:

Jim: No comment.

Jenny: No comment.

Al: No comment.

Traci: No comment.

Ann-Marie: No comment.

Mary: She discussed the Leader Dog program in Birmingham that uses therapy dogs to help children improve their reading skills.

15. NEXT MEETING DATE: The next meeting is November 25, 2013, 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by Traci to adjourn the meeting at 7:55 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of Regular Board Meeting Monday, November 25, 2013

1. **CALL TO ORDER:** The meeting was called to order at 7:03 p.m. by Jim. Board members present: Jim Lowe, Jenny Schnaible, Al Boyko, Ann-Marie Sharpe, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Traci Lampela.
2. **APPROVAL OF AGENDA:** Requested by Cindy to add "e. Patron Complaint" under New Business. A motion was made by Ann-Marie and supported by Al to approve the agenda as amended. 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 Jenny to approve the minutes of the October 28, 2013, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Ann-Marie and supported by Jenny 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. Jenny suggested up-to-date budget reports should be available by the next Board meeting in January for the new Board members.
7. **DIRECTOR'S REPORT:** Cindy shared her report as presented in the Board packet. Cindy thanked the Japanese Business Society of Detroit for the generous \$1,000 grant to be used for funding of Japanese and Asian cultural programs at the Library. She also thanked Brenda Plizga, a library volunteer, for preparing this grant on behalf of the Library. Cindy thanked the Wixom Meijer Store for the very generous \$3,000 gift card donation. We will use these funds to support the Million Penny Project, and financially support our summer reading clubs, large programs and events. She also discussed the safety requirements for the door replacement in the Children's area.
8. **UPDATE FROM CITY COUNCIL:** No updates.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, talked about the proceeds from the Silent Auction, Million Penny Project and other fund raising activities.
10. **COMMUNICATIONS:** Cindy shared the email from a patron complimenting Miss Jane and the entertaining programs in the Children's area.
11. **UNFINISHED BUSINESS:**
 - a) **Meeting dates for 2014** – A motion was made by Mary and supported by Al to approve the meeting dates as present. Motion passed.
 - b) **Library staffing update** – Karla Gibson, the current part time Adult Services Librarian, will be promoted to full time when Karin Caporale retires in January. The open part time Adult Services position will be posted in January.

- c) **Appointment of new board member** – Two well qualified candidates, Jennifer Mulder and Sandy Messing, were considered for the Board position left vacant by Mary Larsen. The Board thanks both candidates. After discussion, a motion was made by Al and supported by Mary to appoint Jennifer Mulder to the open position. Motion passed.

12. NEW BUSINESS:

- a) **Download Destination Participating Library Service Agreement** – The Board packet contained the complete Participating Library Service Agreement for the Board to review. There have been no changes to this agreement since the Board initially reviewed it this past September. There were no questions from the Board. A motion was made by Jenny and supported by Ann-Marie to approve the Agreement as submitted. Motion passed.
- b) **MILibraryCard** – This is a new reciprocal borrowing program for public and academic libraries in the state of Michigan. It is replacing the current MichiCard program that the Library of Michigan will no longer be coordinating. Details about this program and a participation agreement were provided in the Board packet. A motion was made by Mary and supported by Al to participate in the MILibraryCard program. Motion passed.
- c) **Presentation of annual report** – The Board packet contained copies of the annual report. Cindy talked about the accomplishments the Library achieved on a very limited budget and for receiving re-certification of QSAC.
- d) **Recognition of Jennifer Schnaible and Ann-Marie Sharpe's years of service as Wixom Public Library Trustees** - Cindy formally thanked Jenny and Ann-Marie for their many years of service.
- e) **Patron Complaint** – Cindy shared with the Board a patron complaint regarding the Library's African-American book collection. Cindy explained the rationale behind starting the collection was patron interest and demand. She also shared a list of other area libraries with similar collections. The Board supports the Library having this collection of labeled and centrally located African-American authored books. The African American and Urban Fiction collection fits the American Library Association guidelines for special collections. Jim Lowe, President of the Board, will email the patron.

13. CALL TO THE PUBLIC: Jane Kleban gave the Board her recommendation for Sandy Messing.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Mary: No comment.

Jenny: It has been an honor and a privilege to serve on the Board.

Ann-Marie: Same comment as Jenny. Good luck in the future.

Jim: Thank you both Jenny and Ann-Marie for serving on the Board for many years.

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

ADJOURNMENT: A motion was made by Jenny and supported by Ann-Marie to adjourn the meeting at 8:05 p.m. Motion passed.

RESPECTFULLY SUBMITTED,
Carol Barone, Administrative Assistant