

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 24, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Christie. Board members present: Christie Currier, Jennifer Mulder, Dulcie MacQueen and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Delores (Dee Dee) Grant, Excused Absent: Veronica Simmons.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Jennifer to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. PRESENTATION: Library FY 2020-21 Audit by Plante & Moran. The Board was given copies of the Library's FY 2020-21 Audit and End of Audit Letter. Nicollette Acho from Plante & Moran was present via Zoom to discuss the audit with the group. The Library received an unmodified opinion the highest level for an audit again this year. She discussed the financial, income statements and the fund balance with the group. Our fund balance should be between 15-35% of our annual expenditures. We are currently at 42%. Our capital assets which include the Library's collection have Books and Periodicals under one account. They recommended those be separate accounts since those capital assets are depreciated at a different rate.
5. APPROVAL OF MINUTES: The minutes of the November 22, 2021, Regular Meeting and the December 8, 2021 Special Meeting was included in the board packet. A motion was made by Christie and supported by Jennifer to approve the minutes of the Regular Meeting of November 22, 2021. And a motion was made by Christie and supported by Jennifer to approve the minutes of the Special Meeting of December 8, 2021. Motions passed.
6. APPROVAL OF EXPENDITURES: The board packet contained the December 2021 and January 2022 expenditure reports. There were no questions from the Board about the expenditures. A motion was made by Jennifer and supported by Allison to approve the December and January expenditure reports as presented in the board packet. Motion passed.
7. BUDGET REVIEW: A budget update for period ending January 31, 2022 was included in the board packet. Andrea will be requesting budget amendments next month to even out accounts.
8. DIRECTOR'S REPORT: The Library will receive from ARPA funds through the cooperative for virtual programming equipment, outdoor programming kits and 3 laptops for patrons to checkout. We will also receive funds through the Lakeland Library Cooperative to be given to the TLN OverDrive group to purchase titles. New countertops have been installed and the painting project is nearing completion. Andrea has been working with the Commerce and Walled Lake library directors to start a combined school library card drive. The Community Reads program will start mid-winter with author event in April.
9. UPDATE FROM CITY COUNCIL: There was no update from City Council.

10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends are accepting donations again. Due to the surge in COVID cases the Friends delayed their January 18th quarterly meeting. They hope to reschedule a new date in February.

11. **COMMUNICATIONS:** There were suggestions requesting teen books that was forwarded to the Teen Librarian. The Washington Post newspaper was requested and we are checking into different subscription options and pricing. We have recently added the daily New York Times.

12. **UNFINISHED BUSINESS:**

- a. **Learning Corner Proposal** – Meijer had reached out to the Friends and donated \$5,000 toward the Learning Corner in the kids play area. Community Financial Credit Union will be contributing \$2,000 toward the project. We have set up a donation site on our website and the Friends have contributed \$2,000. A motion was made by Allison and supported by Jennifer to approve the purchase of the Learning Corner not to exceed \$14,475 with cost to be offset by donations.

13. **NEW BUSINESS:**

- a. **Election of Officers and Formation of Committees** – Officers were nominated and presented as follows: President – Veronica was nominated by Allison and supported by Christie. Vice President – Dee Dee was nominated by Allison and supported by Christie. Treasurer – Allison was nominated by Jennifer and supported by Christie. Secretary – Christie was nominated by Jennifer and supported by Allison. Budget Committee: Allison, Dulcie and Christie. Personnel Committee: Veronica, Jennifer and Dee Dee. Building Committee: Allison, Veronica and Christie. A motion was made by Christie and supported by Allison to approve the officers and committees. Motion passed.
- b. **2022 & 2023 Holiday Closings for TLN Shared System Calendar** – Andrea recommended, and the Board agreed that the 2022 Holiday Closings will remain as it was originally approved at the January 2021 board meeting. Traditionally, the Library has been closed on the Saturday before Memorial Day, the Saturday before Labor Day, and the Saturday after Thanksgiving. We have always been closed on the Saturday between Good Friday and Easter. In 2023, Christmas Eve and New Year's Eve occur on a Sunday, which would typically be observed on Monday. However, Christmas and New Year's Day fall on that Monday and are also paid holidays. Andrea discussed options with the group and the Board agreed that the best option was to close on Monday and Tuesday the weeks of Christmas and New Year's. A motion was made by Jennifer and supported by Allison to approve the 2022 & 2023 Holiday Closings for TLN Shared System Calendar. Motion passed.
- c. **Collection Development Policy Revision** – The board packet contained policy updates to our Collection Development and Display policies and a Request for Reconsideration of Library Material form. Our attorney recommends replacing our current policy to eliminate a few items that could be problematic during a materials challenge. A motion was made by Allison and supported by Christie to approve the revised Collection Development Policy. Motion passed.

- d. **Display Policy Revision** – The Display Policy was last updated in 2010. Our attorney updated our Display Policy to expand on our current policy. A motion was made by Jennifer and supported by Allison to approve the revised Display Policy. Motion passed.

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

15. BOARD MEMBERS' COMMENTS: The Board welcomed the new board member and thanked Jennifer for her 8 years on the Board. Jennifer stated this would be her last meeting.

16. NEXT MEETING DATE: The next meeting is Monday, February 28, 2022, Regular Meeting at 7:00 p.m.

17. ADJOURNMENT: A motion was made by Allison and supported by Jennifer to adjourn the meeting at 7:51 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, February 28, 2022

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Veronica. Board members present: Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Christie Currier. Also present: Leah Gettings.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Dee Dee to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the January 24, 2022, Regular Meeting was included in the board packet. A motion was made by Allison and supported by Dulcie to approve the minutes of the Regular Meeting of January 24, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the February 2022 expenditure report. There were no questions from the Board about the expenditures. A motion was made by Dee Dee and supported by Allison to approve the February expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: A budget update for period ending February 28, 2022 was included in the board packet. Budget Amendments are included in this board packet to even out accounts.
7. DIRECTOR'S REPORT: Library Design visited in mid-February to look for possible solutions to increase the amount of shelving in the Teen area and will provide a proposal. The student library card drive with Commerce and Walled Lake libraries launched in late January and will run through mid-March. This has been very successfully with 39 students registering for a library card. One of our longtime Library Clerks has resigned. The position has been posted.
8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: There was no update from the Friends. Their February meeting was cancelled and will be rescheduled at a later date.
10. COMMUNICATIONS: We received a favorable card for the Baby Days story-time from a patron that was included in the board packet.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Appointment of Leah Gettings to Library Board of Trustees** – Jennifer Mulder resigned from the Library Board and her resignation letter is included in the board packet. Andrea

recommends that the Board appoint Leah Gettings to fill Jennifer's position. Leah has attended a few meetings to familiarize herself with the Library Board and is a regular library user. A motion was made by Dee Dee and supported by Allison to appoint Leah Gettings to fill the vacant position on the Library Board of Trustees. Motion passed unanimously.

- b. Programming Policy** – The board packet contained a new Programming Policy for the Board to review. The Library's attorney provided a policy that covers the purpose of the library programs, how programs are selected, and how patrons may express concerns about a particular program. A motion was made by Allison and supported by Dulcie to approve the new Programming Policy as written the board packet. Motion passed.
- c. Credit Card Policy Revision** – Our auditor recommended that our Credit Card Policy be updated to specify the Library employees that have credit cards and that purchases must comply with the Library's procurement policy and purchasing procedures. A motion was made by Dee Dee and supported by Allison to revise the current Credit Card Policy. Motion passed.
- d. FY 2021-22 Budget Amendments** – The board packet contained mid-year budget amendments for Board approval. We have seen a significant rise in cost to various library supplies and shipping fees. There is a higher than anticipated demand on digital services and digital materials cost much more than physical copies. The books and periodical account are now two separate accounts per auditor's recommendation. A motion was made by Dee Dee and supported by Allison to approve the FY 2021-22 Budget Amendments as presented in the board packet. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Allison asked Andrea to clarify how we are charged for digital materials on OverDrive. Andrea went over the statement that was in the board packet. Veronica wanted to know what services and programming we are keeping post pandemic. Andrea talked about virtual programming, books by mail and curbside pickup.

15. NEXT MEETING DATE: The next meeting is Monday, March 28, 2022, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:55 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, March 28, 2022

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant.
2. APPROVAL OF AGENDA: A motion was made by Christie and supported by Allison to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the February 28, 2022, Regular Meeting were included in the board packet. A motion was made by Allison and supported by Leah to approve the minutes of the Regular Meeting of February 28, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the March 2022 expenditure report. There were no questions from the Board about the expenditures. A motion was made by Leah and supported by Christie to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: A budget update for period ending March 31, 2022, was included in the board packet. The update included last month's budget amendments. There were no questions from the Board.
7. DIRECTOR'S REPORT: The Library of Michigan certified our new service population of 17,193 which means we should receive approximately \$16,780 in State Aid compared to the \$11,700 budgeted. Andrea discussed the shelving costs. Our white boards in the meeting room were replaced due to the finish being destroyed. The Winter Reading Challenge ends at the end of the month. The Summer Reading program will start on June 1.
8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: There was no update from the Friends. Their next meeting is scheduled for April 12.
10. COMMUNICATIONS: There was no comments or suggestions this month.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **FY 2022-2023 Budget Discussion** – The board packet contained a FY 2022-2023 Budget Preparation report and Andrea asked for feedback from the Board on budget priorities.

The Board discussed and prioritized increasing funding for electronic resources, part-time wage adjustments, and conducting a space needs assessment. Once she has final revenue figures from the City she will schedule a meeting with the Budget Committee in April, followed by further discussion at the next board meeting.

- b. Establishment of a Public Hearing date to adopt the FY 2022-2023 Library Budget** – The Library Board is required to hold a public hearing on the proposed FY 2022-2023 Library budget and the Board must adopt the budget prior to the May City Council meeting. A motion was made by Dee Dee and supported by Leah to schedule a Special Meeting on May 16, 2022, for a public hearing to adopt the FY 2022-2023 Library Budget. Motion was approved unanimously.
- c. Teen Shelving Proposals** – There was a shelving unit in the Teen area that was pieced together and recently fell apart while moving it. Andrea contacted Library Design to get a quote on a new bookcase. She talked about wanting to make a better space for the Teens and the need for more shelving. When the Library was built, we didn't have a Teen area. Andrea recommended that we contact Library Design to conduct a space assessment in the library to determine best use of space and how we can increase shelving space. The Board discussed and thought it would be best to replace the broken unit for now and wait for the space assessment to move forward with plans for additional shelving in the Teen area.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Allison commented on the CHAT meeting minutes that were included in the board packet. There was good information in it. Dee Dee suggested that since the DDA captures some of the library's millage that the Library should be more involved in the events planned and participate in things they do.

15. NEXT MEETING DATE: The next meeting is Monday, April 25, 2022, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:40 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, April 25, 2022

1. CALL TO ORDER: The meeting was called to order at 7:02 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Delores (Dee Dee) Grant.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Dulcie to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the March 28, 2022, Regular Meeting were included in the board packet. A motion was made by Allison and supported by Leah to approve the minutes of the Regular Meeting of March 28, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report and there were no questions from the Board. A motion was made by Leah and supported by Dulcie to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update for period ending April 30, 2022. The update included the first state aid payment of \$8,389.84. There were no questions from the Board.
7. DIRECTOR'S REPORT: The DDA captures a portion of the Library's millage. Andrea joined the DDA Design Committee and will be attending the DDA annual meeting on Tuesday, April 26. Andrea talked about the Books by Mail service that will allow us to mail books and other materials to Wixom residents who are homebound or have disabilities that make it difficult to visit the Library. We received 300 COVID test kits from MDHHS to hand out to community members. We are distributing kits via curbside.
8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Spring Used Book Sale will be held May 18 through May 21. They have cut off donations until after the spring sale due to a lack of storage space. The Wixom Library Friends minutes from April 12, 2022 meeting were included in the board packet.
10. COMMUNICATIONS: There was one suggestion about having a seed exchange library.
11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **FY 2022-2023 Budget Draft** – The Budget Committee met on April 13 to review each account and minor adjustments were made based on budget committee feedback. A draft of the FY 2022-2023 Budget along with the Budget Preparation Worksheet, Budget Narrative and a Budget Detail Sheet is included in the board packet. Andrea discussed the Budget Draft with the Board. It is a balanced budget and the fund balance remains at 30%.
- b. **Space Plan Proposal** – The Library hasn't had a space plan conducted since 2007. A new plan will assess how to better utilize our space for future planning. The board packet contained an Interior Consulting and Space Planning Services proposal from Library Design Associates. A motion was made by Allison and supported by Christie to approve the Space Plan Proposal from Library Design not to exceed \$7,000. Motion passed unanimously.
- c. **ADA Policy Revision** – The board packet contained a news article from Foster Swift regarding the Michigan Attorney General new opinion about the Michigan Open Meetings Act and Americans with Disabilities Act. Our lawyer reviewed our current ADA policy and made revisions. The board packet contained the Library's old ADA policy and the new ADA Policy revision. A discussion was held. A motion was made by Allison and supported by Leah to approve the ADA Policy Revision as written in the board packet. Motion passed unanimously.
- d. **TBS ScanEZ Proposal** – The Library currently provides faxing service through RingCentral. Our dedicated fax line was cut when the parking lot was repaved in 2019. There are no traditional phone lines in the building. The faxes are increasingly slow to send or fail due to quality issues. Andrea has been checking options that would work for our building that do not require a traditional phone line. The board packet contained the TBS ScanEZ Proposal with two options for payment and ScanEZ Product Overview. Andrea talked about the features and advantages of providing this service. A motion was made by Leah and supported by Christie to approve the TBS ScanEZ Proposal using the 5 year payment plan. Motion passed unanimously.
- e. **Distribution of Director evaluation materials** – The board packet contained a memo requesting that the Library Director's evaluation be held in a closed session. The Open Meetings Act requires the Director makes this request to the Board in writing.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Allison commented that it was great to see more Library information posted on Facebook. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, May 16, 2022, Special Meeting at 6:30 p.m.
Due to board members absences we will not have a quorum at the next Regular Board meeting on May 23, 2022, and therefore, it has been cancelled.
16. ADJOURNMENT: A motion was made by Christie and supported by Dulcie to adjourn the meeting at 7:53 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF SPECIAL BOARD MEETING
Monday, May 16, 2022

1. **CALL TO ORDER:** The meeting was called to order at 6:33 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Arrived Late: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Christie and supported by Leah to approve the agenda as presented. Motion passed.
3. **PUBLIC HEARING:** Fiscal Year 2022 – 2023 Proposed Library Budget. A public hearing was opened at 6:35 p.m. for consideration of the Proposed Library Budget for Fiscal Year 2022-2023. No members of the public were present.
4. **APPROVAL OF MINUTES:** The minutes of the April 25, 2022, Regular Meeting were included in the board packet. A motion was made by Allison and supported by Dulcie to approve the minutes of the Regular Meeting of April 25, 2022 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report. It is very short this month due to the early meeting date. There were no questions from the Board. A motion was made by Leah and supported by Christie to approve the expenditure report as presented in the board packet. Motion passed.
6. **DIRECTOR'S REPORT:** The space plan will start with Library Design meeting with Andrea and a few staff to get feedback. They will look at our furniture and collection layout to provide better use of space. Library Design will attend a meeting with the Board sometime this summer to discuss the process and obtain Board feedback on space needs. The City is still waiting for new HVAC units to arrive from the manufacturer. The Library will have to close for installation as it involves cranes on the roof. Our Children's Department staff have scheduled school visits about summer reading. Reading logs will also be distributed directly to the elementary classes. We have coordinated with Commerce and Walled Lake to try to do summer reading outreach at the middle and high school grades.
7. **UNFINISHED BUSINESS:**
 - a. **Adoption of FY 2022-2023 proposed Library budget.** The board packet contained the 2022-2023 Proposed Library Budget. A motion was made by Allison and supported by Christie to approve the FY 2022-2023 Proposed Library Budget and budget resolution as written. A roll call vote was held. Allison (yes), Leah (yes), Veronica (yes), Christie (yes) and Dulcie (yes). Motion passed unanimously.

8. NEW BUSINESS:

- a. **Fax Policy Revision.** The fax fee structure has not been updated since 2008. The current fax charges are \$1.00 per page for a 248 area code and \$1.50 per page for all other area codes. Andrea reviewed fax fees at libraries in the area and they vary. She is recommending we charge \$1.00 per page for faxing for any area code in the United States. A motion was made by Christie and supported by Dulcie to revise the Fax Policy as written in the board packet. Motion passed.

9. CALL TO THE PUBLIC: No public present.

10. BOARD MEMBERS' COMMENTS: Allison offered a programming suggestion about having a virtual social media wellness program geared toward parents and kids. Veronica asked about the Summer Reading incentives and Andrea discussed them with the group. There were no other comments from the Board.

11. NEXT MEETING DATE: The next Regular Meeting is Monday, June 27, 2022 at 7 p.m.

12. ADJOURNMENT: A motion was made by Allison and supported by Christie to adjourn the Special Meeting at 6:53 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, June 27, 2022 – 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:05 p.m. by Veronica. Board members present: Christie Currier, Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Leah Gettings.
2. APPROVAL OF AGENDA: A motion was made by Christie and supported by Dee Dee to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the Special Meeting of May 16, 2022 were included in the board packet. A motion was made by Allison and supported by Christie to approve the minutes of the Special Meeting of May 16, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the June 2022 expenditure report. The expenditures were all standard purchases. The Board wanted clarification about what is included in the City of Wixom services. A motion was made by Dee Dee and supported by Allison to approve the June expenditure report as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update for period ending 6/30/2022. Adjustments to the budget to even out accounts are in the Budget Amendments that will be discussed later in this meeting. There were no questions from the Board.
7. DIRECTOR'S REPORT: Plante Moran contacted us to see if we would be interested in using a smaller accounting firm for our annual audit. It would be a cost savings for us. Andrea met with them and will have a proposal for the Board to review at a future meeting. Summer reading has started and registration has increased over last year. The Wage & Salary Committee will be meeting and on their agenda is the wage adjustment for part-time clerks. Andrea is waiting for them to meet before she updates a number of job descriptions. The City has issued an RFP for janitorial services and it is expected that costs will increase. Veronica asked Andrea about the status of the air conditioning units. DPW had our current HVAC contractor repair the unit that was completely non-functional. They were able to get it working for now. Andrea will keep the Board informed on when the two units will be replaced.

8. UPDATE FROM CITY COUNCIL: There was no update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends raised a little over \$4,300 during the Spring Book Sale.
10. COMMUNICATIONS: There was one comment about the Library obtaining the Epic website but, unfortunately, they do not offer a subscription option for libraries. There were also a couple of compliments for staff this month.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **FY 2021-2022 Budget Amendments** – The board packet contained the budget amendments to close out accounts at the year end. Utilities are much higher this year and there are minor adjustments to other accounts. A motion was made by Dee Dee and supported by Christie to approve the FY 2021-2022 Budget Amendments as written in the board packet. Motion passed.
 - b. **Consideration of holding a Closed Session under section 8(a) of the Open Meetings Act to conduct the annual evaluation of the Library Director** – A motion was made by Allison to meet in closed session for the purpose of the annual personnel evaluation of the Library Director. The motion was seconded by Dee Dee and a roll call vote was held: Christie, Dee Dee, Dulcie, Veronica and Allison. Motion passed.

The Board entered into Closed Session at 7:27 p.m.

A motion was made by Christie to return into an Open Session. The motion was seconded by Dee Dee and a roll call vote was held: Christie, Dee Dee, Dulcie, Veronica and Allison. Motion passed.

The Board returned into Open Session at 7:48 p.m.

13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: Christie said "Great job Andrea". There were no other comments from the Board.
15. NEXT MEETING DATE: The next meeting is Monday, July 25, 2022, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:50 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, August 22, 2022 – 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:04 p.m. by Veronica. Board members present: Leah Gettings, Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Christie Currier.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Dee Dee to approve the amended agenda as presented in the board packet. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of June 27, 2022 were included in the board packet. A motion was made by Leah and supported by Allison to approve the minutes of the Regular Meeting and the Closed Session of June 27, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the July and August 2022 expenditure reports. There were no questions from the Board. A motion was made by Dee Dee and supported by Leah to approve the July and August expenditure reports as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet did not contain a budget update due to revenue still coming in that needs to be shifted to FY 21-22. A budget review will be available at the September board meeting.
7. DIRECTOR'S REPORT: The Library received a check in the amount of \$25,690.93 for our share of Oakland County's FY 21-22 penal fine distribution. We also received our second State Aid check for \$8,507.90 that will be included in the FY 21-22 budget. Andrea and Sara met with Library Design to discuss our biggest space issues and features we would like in the new space plan. They will update our current floor plan drawings and once that is completed, they will attend a Board meeting for feedback from the Board members.
8. UPDATE FROM CITY COUNCIL: At their July 26 meeting City Council approved wage adjustments for Clerks and a 3% raise for non-union positions.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends quarterly meeting minutes are included in the board packet. They approved spending for programming, some

OverDrive Advantage purchases and 3 new iPad replacements for the Children's department.

10. COMMUNICATIONS: A letter thanking the Mom's Club of Wixom for their donation toward early literacy toys was included in the board packet.

11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

a. **Job Description Updates** – Updated job descriptions were included in the board packet. A motion was made by Allison and supported by Dee Dee to approve the Job Description updates for the following positions: Page, Circulation Clerk, Executive Assistant, Children's Librarian, Teen & Adult Librarian, Adult Librarian, Adult & Support Services Librarian, and Head of Youth Services as written in the board packet. Motion passed.

b. **Audit Services Proposal** – The board packet contained a Proposal for Professional Auditing and Consulting Services from Rana Emmons, representing PSLZ. The Board discussed the audit proposal. A motion was made by Dee Dee and supported by Leah to approve the Audit Services Proposal for a cost not to exceed \$8,500 as presented in the board packet. Motion passed.

c. **Playground Discussion** – Andrea discussed the DDA Design Committee ideas about the future playground with the group. The Library would like the playground to be fully inclusive for children with different physical and cognitive abilities. Andrea included an Inclusive Playground Design brochure in the board packet. She asked for input from the Board on features they would like to see incorporated and those ideas will be presented at the September 12 joint meeting with DDA Board and Parks & Recreation Commission.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: No comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, September 26, 2022, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Leah and supported by Allison to adjourn the meeting at 7:43 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, September 26, 2022 – 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Veronica. Board members present: Leah Gettings, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Delores (Dee Dee) Grant, Absent: Christie Currier.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Dulcie to approve the agenda as presented in the board packet.
3. CALL TO THE PUBLIC: There were no comments from the public.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of August 22, 2022 were included in the board packet. A motion was made by Allison and supported by Dulcie to approve the minutes of the Regular Meeting of August 22, 2022. All in favor. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report. There were no questions from the Board. A motion was made by Leah and supported by Allison to approve the expenditure report as written in the board packet. All in favor. Motion passed.
6. BUDGET REVIEW: A budget review was not included in this packet because the Finance Department has not yet posted the FY 2022-23 tax revenue to our accounts.
7. DIRECTOR'S REPORT: The Library of Michigan utilized Institute of Museum and Library Services funding to provide us with 57 books for the following collections: ESL/Literacy, Girls STEM, JEDI (Justice, Equity, Diversity, Inclusion) and Refugee Development. We will be sending 2 librarians to attend the Michigan Library Association (MLA) annual conference in Port Huron for one full day. TLN has been working on updating their plan of service for the last year and the TLN Board approved it on Thursday.
8. UPDATE FROM CITY COUNCIL: City Council approved a janitorial contract with a new company at their last meeting.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Fall Used Book Sale will be October 12 through the 15. The Silent Auction started today and will run until October 8.
10. COMMUNICATIONS: A comment was in the suggestions box thanking us for all the new large print books.

11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **Space Plan Presentation** – Kyle Haning from Library Design presented an overview of the first draft of the space plan, asked the Board for their feedback and answered their questions. He provided the board members with floor plans and talked in detail about each area.
- b. **2022 Holiday Closure Schedule Update** – The 2022 holiday closures schedule was approved by the Board in January 2021. Due to two full-time librarian positions being open this fall, Andrea is concerned about adequate building coverage with the current schedule for the Christmas and New Year's holidays. She talked about the holiday hours at neighboring libraries. Andrea is recommending amending the current holiday closures to also close on Friday, December 23 and Friday, December 30. A motion was made by Allison and supported by Leah to amend the 2022 Holiday Closure Schedule to include the closure of the Library on Friday, December 23 and Friday, December 30, 2022. All in favor. Motion passed.

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

14. BOARD MEMBERS' COMMENTS: The board members commented on how the Children's area is brighter and roomier since the puppet theatre was removed.

15. NEXT MEETING DATE: The next meeting is Monday, October 24, 2022, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Dulcie and supported by Allison to adjourn the meeting at 7:58 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, November 28, 2022 – 7:00 p.m.**

1. CALL TO ORDER: The meeting was called to order at 7:04 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Delores (Dee Dee) Grant, Dulcie MacQueen, and Veronica Simmons. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Allison Wert.
2. APPROVAL OF AGENDA: Andrea requested to add Item C: Vacation Time for New Librarians under New Business. A motion was made by Christie and supported by Leah to approve the agenda as amended in the board packet.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of September 26, 2022, were included in the board packet. A motion was made by Leah and supported by Dulcie to approve the minutes of the Regular Meeting of September 26, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: Due to no meeting in October, the board packet contained the expenditure reports from October and November. There were no questions from the Board. A motion was made by Leah and supported by Christie to approve the expenditure reports. Motion passed.
6. BUDGET REVIEW: A budget update period ending 11/30/22 was included in the packet. The Library is on track with where we should be at this time. Budget amendments will be on the agenda at the January Board Meeting to even out accounts due to projects approved last fiscal year and completed this fiscal year and subbing hours needed due to staff changeover.
7. DIRECTOR'S REPORT: Andrea discussed the network issues and downtimes from Baker & Taylor our primary vendor for purchasing books. Staff have been ordering items with high hold counts from Amazon to try to meet patron needs. This is a more costly alternative because the cost per book is higher and we must also add spine labels and mylar covers that are normally done by Baker & Taylor. The bindery service contract through TLN recently ended due to rising costs. This will ultimately result in higher costs to replace worn-out materials. Our new Children's Librarian started today and we are happy to be fully staffed.
8. UPDATE FROM CITY COUNCIL: No update from City Council.

9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends held their quarterly meeting and re-elected the previous members to the same positions. They approved all of our requests and their meeting dates for 2023. The Friends will fund a collection for the Ukrainian refugees in the community that have been using our library.
10. COMMUNICATIONS: We received a nice compliment from a patron thanking us for the availability of the quiet study room that she uses on a regular basis.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Meeting Dates 2023** – The board packet contained the proposed Library Board Meeting dates for 2023. A motion was made by Dee Dee and supported by Dulcie to approve the 2023 Meeting Dates as presented in the board packet. Motion passed.
 - b. **Presentation of the Fiscal Year 2021-2022 Annual Report** – The 2021-2022 Annual Report was distributed to the Board and Andrea discussed items in the report. The Library is returning to back to normal programming and circulation numbers are returning to pre-pandemic levels.
 - c. **Vacation Time for New Librarians** – Andrea discussed with the Board how competitive the librarian job market is now. She would like to offer the two new full-time employees one week of paid vacation time for the first year of employment. The Board discussed. A motion was made by Dee Dee and supported by Christie to approve one week of vacation for all employees hired full-time in 2022 and shall review this option during the annual budget preparation. Motion passed.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: No comments from the board members.
15. NEXT MEETING DATE: The next meeting is Monday, January 23, 2023, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Christie and supported by Leah to adjourn the meeting at 7:35 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant