

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, August 21, 2023 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:03 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Delores (Dee Dee) Grant, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Dulcie MacQueen arrived late.
2. **APPROVAL OF AGENDA:** A motion was made by Allison and supported by Leah to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of July 24, 2023 was included in the board packet. A motion was made by Christie and supported by Dee Dee to approve the minutes as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The expenditure report was in the board packet. There was one expenditure from FY2022-2023 that did not make it in time to be included in last month's expenditure report. There were no questions from the group. A motion was made by Leah and supported by Allison to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update for period ending 8/31/2023 was in the board packet. We received our second State Aid check for \$8,778.64 and our Penal Fines check for \$23,062.10 that will go into the FY 2022-2023 budget. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** We received a check for our share of Oakland County's FY 2022-2023 penal fine revenue distribution. This account is hard to predict and was under the \$28,000 we budgeted for. Fall programs are now available on the online calendar. All staff and public computers have been updated to Windows 11 and 7 new computers have been installed. Andrea will send out to the Board members a summary of library usage during concert nights.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** There were no updates from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends held their quarterly meeting on August 1. The minutes from that meeting were included in the board packet.
10. **COMMUNICATIONS:** We received a nice card from a Baby Days patron for Christy and a thank you email to Sarah from the Teen Haiku winner.
11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. NEW BUSINESS:

- a. **Substitute Librarian Position Description Revision:** Our long-time substitute has resigned. An updated job description for the Substitute Librarian was included in the board packet for the Board to review and approve. A motion was made by Dee Dee and supported by Christie to approve the Substitute Librarian position revision as written in the Board packet. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Veronica asked about staff holiday activities and Andrea discussed.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, September 25, 2023 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Leah to adjourn the meeting at 7:25 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant