

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, October 23, 2023 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:02 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:** I appreciate the Friends of the Library sale. It was nicely done.
4. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of September 25, 2023, were included in the board packet. A motion was made by Leah and supported by Dulcie to approve the minutes as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The expenditure report was in the board packet. There were no questions from the group. Baker and Taylor statements arrived late and did not make it on time for this expenditure report. A motion was made by Leah and supported by Dee Dee to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update for period ending 10/31/2023 was in the board packet. We are still on track for this time of year. There no questions from the Board.
7. **DIRECTOR'S REPORT:** The new HVAC units will be installed beginning Wednesday, October 25. The Library is required to do a delayed opening on October 25 while the crane lifts and places the units on the roof. Andrea is investigating options for digital newspapers. The Library will host kids crafts from 5 p.m. to 9 p.m. during the City's annual Tree Lighting event on Friday, December 1.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** Andrea will be attending the City Council meeting tomorrow.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends had a very successful Fall Book Sale raising \$5,546.97 and the Silent Auction raised \$721. They will once again hold their Tied with a Bow holiday bundle sale.
10. **COMMUNICATIONS:** We received two suggestions in the suggestion box this month about Children's programs and Andrea discussed them with the group.
11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. NEW BUSINESS:

- a. **Board of Trustee Bylaws:** The Library Board of Trustee Bylaws proposed revisions that were discussed at the last meeting are included in the board packet for the Board to review. There were no questions from the group. A motion was made by Dee Dee and supported by Dulcie to adopt the revised Bylaws. Motion passed.
- b. **Public Comment Policy:** The board packet contained the Public Comment Policy for the Board to review and approve. The new Public Comment policy was proposed to work in conjunction with the Bylaws. A motion was made by Allison and supported by Christie to approve the new Public Comment policy as written. Motion passed.
- c. **Librarian Salary Equity Adjustments:** As with many other professions, salaries within public libraries are being reviewed and adjusted, increasing prevailing salaries. Most of our Librarians are more recent hires and are lower in their salary ranges. Andrea conducted a librarian salary review to determine where equity adjustments were appropriate. The Library's Personnel Committee met in August to review the data and make recommended salary adjustments. The Wage and Salary Committee met in October and unanimously approved the salary adjustment amounts as recommended by the Personnel Committee. A motion was made by Allison and supported by Dulcie to approve the Librarian Salary Equity Adjustments as approved by the Wage & Salary Committee and upon approval of City Council on October 24, 2023. Motion passed.
- d. **Support Services Librarian Job Description Revision:** Andrea revised the current Adult & Support Services Librarian position to focus on spending more time on circulation and support services and less on adult services. She proposes to change the title to Support Services Librarian to reflect the changes to the position. A motion was made by Leah and supported by Christie to approve the revised Support Services Librarian Job Description as written in the board packet. Motion passed.
- e. **2024 Board Meeting Dates:** The board packet contained the Board of Trustees 2024 Meeting Dates for the Board to review and approve. The Board meetings are the fourth Monday of each month except for May. Memorial Day falls on the fourth Monday, therefore, that meeting will be on the third Monday. There is no meeting in December. A motion was made by Allison and supported by Leah to approve the Meeting Dates for 2024. Motion passed.

13. CALL TO THE PUBLIC: Andrea introduced the two members of the public.

14. BOARD MEMBERS' COMMENTS: Allison commented about how well the Friends Book Sale went. It was very well organized. Andrea thanked Jane for helping it run smoothly.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, November 27, 2023 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Christie and supported by Leah to adjourn the meeting at 7:23 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

APPROVED: NOVEMBER 27, 2023