

APPROVED: APRIL 22, 2024

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, March 25, 2024 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:03 p.m. by Allison. Board members present: Leah Gettings, Delores (Dee Dee) Grant, Jen Griffen, Dulcie MacQueen and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Veronica Simmons.
2. **APPROVAL OF AGENDA:** A motion was made by Dee Dee and supported by Jen 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 February 26, 2024, were included in the board packet. A motion was made by Jen and supported by Dee Dee to approve the minutes of the Regular Meeting of February 26, 2024 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report. A motion was made by Dee Dee and supported by Leah to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update for period ending March 31, 2024 was included in the board packet. A deposit was made into the MERS HCSP and DC Forfeited Funds account. The forfeited funds are from two prior librarians that left prior to their employer retirement contributions being fully vested. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** Exact dates for the demo of the old playground and installation of the new playground approved by City Council have not been determined. Parks & Rec staff are updating us regularly with the progress reports. TLN has arranged a Food for Thought library campaign in collaboration with Gleaners. Gleaners will provide boxes in the library for non-perishable food donations. The donation period will run through April 26. We have hired 3 new pages. Two of our current pages have accepted the Library Assistant positions until they leave for college later this summer.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** Andrea attended the March 12 meeting. City Council approved the new playground purchase.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends Silent Auction will be April 1-13 and the Spring Used Book Sale will take place between April 17-20.
10. **COMMUNICATIONS:** There were no suggestions or communications this month.
11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. NEW BUSINESS:

a. **FY 2024-2025 Budget Discussion:**

Andrea is starting to prepare the budget draft for the FY 2024-2025 budget and wanted to discuss the Board's priorities. Items discussed included making sure there is adequate funding for electronic content, replacement computers, staffing and RFID conversation. The Study Room project is included with projects at the Community Center, Building Department and Police Department and may be in the next fiscal year. After Andrea receives final figures from the City and the budget draft is completed Andrea will meet with the Budget Committee.

b. **Establishment of a Public Hearing date to adopt the FY 2024-2025 Library Budget:**

The Library Board is required to hold a public hearing on the proposed FY 2024-2025 Library budget. The Board must adopt the budget prior to City Council meeting on May 28. The public hearing will be on the agenda during the May 20 board meeting. A motion was made by Jen and supported by Dee Dee to hold a public hearing on May 20, 2024 at 7:00 p.m. to adopt the FY 2024-2025 Library budget.

c. **Courtyard Improvements:** The courtyard area is in need of repair and updating. Andrea recommends getting quotes from a few landscape companies to fix the edging and install new low maintenance landscaping before the playground is installed. The board packet contained outdoor courtyard pictures of our library and other area libraries' outdoor areas for inspiration. At the last board meeting outdoor musical instruments were discussed and the board packet contained musical instrument information and quotes.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Leah will miss the September Board Meeting. There were no other comments.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, April 22, 2024 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Dee Dee and supported by Leah to adjourn the meeting at 7:38 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant