

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 25, 2021**

1. CALL TO ORDER: Due to the capacity restrictions and social distancing requirements set forth in the MDDHS Director's Emergency Orders and the MIOSHA Rules, the meetings will be held electronically. Electronic participation is permitted by the Open Meetings Act as amended by 2020 PA 228. The meeting was called to order at 7:01 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Wixom, MI, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone.
2. APPROVAL OF AGENDA: Andrea requested to amend the Agenda on item 13. New Business b. 2020 & 2021 Holiday Closings for TLN Shared System Calendar to change the years to 2021 & 2022. A motion was made by Jennifer and supported by Al to approve the agenda as amended. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the November 23, 2020, Regular Meeting was included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of November 23, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. PRESENTATION: Library 2019-20 FY Audit by Plante & Moran. The Board was given copies of the Library's 2019-20 FY Audit and Nicollette Acho from Plante & Moran was present electronically to discuss the audit with the group. She said the Library received an unmodified opinion the highest level for an audit again this year. Everything had been recorded properly. She recommended that we have a procedure to review a list of the Library's assets to make sure the City is capitalizing our assets correctly. The fund balance increased to 43% of the budget. Implementation of GASB 84 was also discussed.
6. APPROVAL OF EXPENDITURES: The board packet contained the December 2020 and January 2021 expenditure reports. There were no questions from the Board about the expenditures. A motion was made by Allison and supported by Al to approve the December expenditure report and a motion was made by Veronica and supported by Allison to approve the January expenditure report as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motions passed.

7. **BUDGET REVIEW:** A budget review was included in the board packet. Next month Andrea will request budget amendments to even out accounts and to include CARES Act funds into our budget.
8. **DIRECTOR'S REPORT:** We received a check from the Oakland County Local Government Partnership Program that distributed CARES grants reimbursing costs incurred due to COVID-19 expenses. The Library Privacy Act was amended in December and a summary from the Michigan Library Association was included in the board packet. Due to COVID-19 virtual meeting restrictions Andrea's evaluation was not conducted at the end of last fiscal year. Andrea recommended and the Board agreed that Andrea submit self-evaluations for both FY19-20 and FY20-21 at the April meeting and conduct the normal evaluation at the May 2021 meeting. Our wireless software license was up for renewal and it was determined that the access points were at end of life. Andrea ordered new access points from TLN that will offer stronger WiFi signals and incorporate newer wireless technologies.
9. **UPDATE FROM CITY COUNCIL:** There was no update from City Council.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** We have placed some of the Friends books out in the Library to sell. There was no other update from the Friends.
11. **COMMUNICATIONS:** There were no comments in suggestion box. Andrea included in the board packet 2 emails from patrons expressing their appreciation for the story-times and craft programs. The kids Fall into Reading challenge winner thanked us for the gift card.
12. **UNFINISHED BUSINESS:**
 - a. **COVID-19 Update** – The Library remained in the curbside phase of our reopening plan through December and most of January. We moved to a self-serve Grab & Go phase on Tuesday, January 19. Patrons can browse all the shelves and use the computers by appointment. However, staff will not provide hands-on assistance at a patron's computer where they come in close contact with patrons. The current MDHHS epidemic order continues to restrict Libraries at 30 % occupancy limits, requires remote work whenever feasible and in person Board Meetings are prohibited.
13. **NEW BUSINESS:**
 - a. **Election of Officers and Formation of Committees** – Officers were nominated and presented as follows: President – Christie was nominated by Allison and supported by Dee Dee. Vice President – Veronica was nominated by Dee Dee and supported by Jennifer. Treasurer – Dee Dee was nominated by Allison and supported by Jennifer. Secretary – Allison was nominated by Christie and supported by Jennifer. Budget Committee: Dee Dee, Al and Jennifer. Personnel Committee: Christie, Allison and Veronica. Building Committee: Dee Dee, Veronica and Allison. A motion was made by Jennifer and supported by Allison to approve the officers and committees. Roll

Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motions passed.

- b. 2021 & 2022 Holiday Closings for TLN Shared System Calendar** – Andrea recommended, and the Board agreed that the 2021 Holiday Closings will remain as it was originally approved at the January 2020 board meeting. Andrea talked about the Library traditionally being closed on the Saturday between Good Friday and Easter, the Saturday before Memorial Day, the Saturday before Labor Day, and the Saturday after Thanksgiving. In 2022, Christmas Day and New Year's Day occur on Sunday. Andrea is requesting that we will be open on the Friday before the holiday but close on Monday, December 26, 2022, and Monday, January 2, 2023. A motion was made by Allison and supported by Al to approve the 2021 & 2022 Holiday Closings for TLN Shared System Calendar. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
- c. Electronic Resources Review** – Andrea wanted feedback from the Board on our current and future electronic resources. There is an abundance of electronic resources available for the Library market and she wanted to make sure what we are offering meet the needs of our patrons. The board packet contained a detailed summary of the major electronic offerings available to public libraries with a description and estimated costs. Andrea broke down the report to show resources that are currently offered by us as well as other options we do not currently offer. The Board suggested that we move forward with Ancestry.com and CreativeBug. Andrea will get pricing for Value Line, Universal Class and BookFlix to review at February's meeting. Andrea will also report back to the Board next month with a summary of pros and cons of offering video games for checkout.

14. CALL TO THE PUBLIC: No public present.

15. BOARD MEMBERS' COMMENTS: The Board discussed about how we can best use excess money from the fund balance. With less patrons in the library it might be a good time to work on building improvements like removing wallpaper, painting, and reconfiguring the Craft Room. There were no other comments from the Board.

16. NEXT MEETING DATE: The next meeting is Monday, February 22, 2021, Regular Meeting at 7:00 p.m.

17. ADJOURNMENT: A motion was made by Allison and supported by Al to adjourn the meeting at 8:06 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, February 22, 2021

1. CALL TO ORDER: Due to the capacity restrictions and social distancing requirements set forth in the MDDHS Director's Emergency Orders and the MIOSHA Rules, the meetings will be held electronically. Electronic participation is permitted by the Open Meetings Act as amended by 2020 PA 254. The meeting was called to order at 7:00 p.m. by Veronica. Board members present: Al Boyko participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Wixom, MI, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Christie Currier.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Allison to approve the agenda as presented in the board packet. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the January 25, 2021, Regular Meeting was included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of January 25, 2021. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the February 2021 expenditure report. There were no questions. A motion was made by Jennifer and supported by Al to approve the February expenditure report as written in the board packet. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. BUDGET REVIEW: A budget update and the budget amendments were included in the board packet. Our accounts are in good shape.
7. DIRECTOR'S REPORT: Andrea is working with DPW regarding reconfiguring the Craft Room and will have a detailed update at the March meeting. Veronica asked when the Building Committee should meet. Andrea said after DPW and the architects give their report and bids will go out. The Committee will be involved with picking cabinets, colors etc. Andrea contacted the Friends about using the Library's Better World Books account to sell items in their storeroom to create space to accept new donations. Andrea has

been working on the new website. Jennifer mentioned that she is excited about the upcoming community scavenger hunt.

8. UPDATE FROM CITY COUNCIL: There was no update from City Council.

9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Nothing new to report.

10. COMMUNICATIONS: There was one email from a patron expressing how happy they are with story-times. Allison asked if surveys are taken after library events and Andrea will look into that.

11. UNFINISHED BUSINESS:

- a. **COVID-19 Update** – The Library remains in the self-serve Grab & Go phase with patrons still utilizing Curbside appointment pickups. Foot traffic has been extremely low. We are encouraging patrons to send print jobs via email. There have been no changes to the MDHHS epidemic order for libraries. Occupancy is still at 30% with no in person meetings allowed.
- b. **eResources Review** – The Library has purchased subscriptions to Ancestry Library Edition and Creativebug after last month's discussion of available eResources. The board packet contained information on BookFlix, Value Line and Universal Class and Andrea discussed them with the group. Andrea recommended and the Board agreed that we purchase a subscription to BookFlix now and then evaluate Value Line and Universal Class as we work on the FY 2021-2022 budget.

12. NEW BUSINESS:

- a. **Videogame Collection** – The board packet contained an overview on the positives and negatives of having a videogame collection at the Library and a discussion was held. Andrea will contact other neighboring libraries offering videogames to find out how much they spend on the collection and their circulation trends and report back at the March meeting.
- b. **FY20-21 Budget Amendments** – Andrea discussed the budget amendments that were included in the board packet. We had received money from the Oakland County CARES Act fund. As suggested by our auditors to maintain 30% of the library's budget we will use some of our fund balance to reconfigure our Craft Room. The City had requested that our retiree pension account move from one expenditure account to another. Our computer software/maintenance account needed a bigger budget than normal due to increased usage of technology and the new website. A motion was made by Allison and supported by AI to approve

the FY20-21 Budget Amendments as written. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Dee Dee commented that the library hours on Facebook were incorrect. Andrea will correct that. She also asked a question about accessing Ancestry when you already have an account. Andrea said you can access it with your library card. Veronica did a great job leading the meeting. Andrea asked the Board if they have any recommendations for board members to let her know and she will reach out to them. Nomination petitions are due April 20. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, March 22, 2021, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:47 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, March 22, 2021

1. CALL TO ORDER: Due to the capacity restrictions and social distancing requirements set forth in the MDDHS Director's Emergency Orders and the MIOSHA Rules, the meetings will be held electronically. Electronic participation is permitted by the Open Meetings Act as amended by 2020 PA 254. The meeting was called to order at 7:00 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Wixom, MI, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone.
2. APPROVAL OF AGENDA: Requested by Andrea to amend the agenda to correct the fiscal year on item 12. New Business, item c. from FY 2019-20 to FY 2021-22. A motion was made by Jennifer and supported by Allison to approve the agenda as amended. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the February 22, 2021, Regular Meeting were included in the board packet. A motion was made by Veronica and supported by Al to approve the minutes of the Regular Meeting of February 22, 2021. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the March 2021 expenditure report. There were no questions from the Board. A motion was made by Jennifer and supported by Allison to approve the March expenditure report as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update that included last month's budget amendments. We are on track with our budget and there were no questions.
7. DIRECTOR'S REPORT: Andrea is working on the FY 2021-2022 budget. She is waiting for final revenue figures from the City and County before she prepares the first draft of the budget. She will then contact the Finance Committee to schedule a meeting. TLN has arranged for an Employee Assistance Program for staff members at any member library

that provides a variety of services including counseling, legal and financial resources and more. Our new website is almost ready with an expected launch date of April 7. Jennifer commented that the newsletter is a great idea. Allison asked about the DEI Workshops for staff and Andrea talked about it to the group.

8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Karla has been sending books from the Friends room to Better World Books. The Library/Friends will receive a quarterly payment of 10% of the profits of what is sold.
10. COMMUNICATIONS: There were no suggestions or communications this month.
11. UNFINISHED BUSINESS:
 - a. **COVID-19 Response** – The Library continues to operate in the Grab & Go mode. There is an increase in foot traffic and curbside appointments have slowed down. A new MDHHS epidemic order became effective March 5 that changed occupancy to 50% occupancy (including staff present in the building). The City Council will be meeting this week and we will see if they extend the state of emergency that would allow electronic Board meetings to continue.
 - b. **Videogame Collection** – Andrea reviewed the last patron survey, examined our A/V collection trends and contacted the Novi and Commerce libraries about their video game experiences. In our recent survey we did not get any comments requesting video games. Commerce started a video game collection in 2019 and have had a positive experience so far. Novi eliminated their collection mainly due to high theft. Based on our budget, space restrictions and the gradual shift from physical to digital content, Andrea did not think it is a good use of funds to develop a video game collection at this time. She will check back with Commerce in a year to see how it goes with them. The Board agreed that there are valid reasons not to do it right now but will revisit in the future.
 - c. **eResource Review** – After last month's Board meeting, TLN set up BookFlix for the Library. Andrea talked about Universal Class, Value Line and InfoBase Learning Cloud with the Board. Andrea still doesn't have a quote from Value Line but she doesn't see a large usage of this database compared to the expected cost. Learning Cloud offers professional development and technology training videos. The cost for Learning Cloud is more reasonable but they have less content than Universal Class. Universal Class has a broad range of subjects that offers continuing education courses and video-based courses for patrons interested in professional or personal growth. Andrea recommended and the

Board agreed that we wait until OverDrive determines the future of the Universal Class product and the cost before we commit to it.

12. NEW BUSINESS:

- a. **Architectural Proposal for Craft Room** – Andrea and Sara met with the City's architect Piet Lindhout from Lindhout Associates Architects regarding the Children's craft room and our goals for the renovation. The board packet contained the proposal that included architectural services for schematics, preparation of construction documents, assistance with the bidding process, and construction oversight. A motion was made by Dee Dee and supported by Allison to approve the architectural proposal for the Children's craft room not to exceed \$7,000. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

Veronica asked about painting projects we could do in the Library while we have fewer patrons in the building. The wallpaper is peeling throughout the Library and it would be a good time to remove or replace the wallpaper and paint. Andrea will get information and will report back to the Board at next month's meeting.

- b. **SenSource People Counter Proposal** – We are required to provide patron visits on our State Aid report and the statistics are used for a lot of other purposes as well. Currently our security gates take a running total of people coming into the Library. The SenSource system is more accurate and provides additional data that can be used when looking at staff scheduling and library hours. TLN recently negotiated discounts for SenSource people counters. Andrea is recommending that we utilize the discounted pricing through TLN and SenSource to get a people counting system that is separate from the security gate system. The board packet contained an overview of the system and the quote for equipment, installation, shipping and the first year of software licensing. There is a minimal software license fee in future years. A motion was made by Jennifer and supported by Al to approve the proposal for the SenSource People Counter. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
- c. **Establishment of a Public Hearing date to adopt the FY 2021-22 budget** – The Library Board is required to hold a public hearing on the proposed FY 2020-21 Library budget and the Board must adopt the budget prior to the May 25 City Council meeting. A motion was made by Allison and supported by Al to approve the Public Hearing to adopt the FY 2021-22 budget on May 17 at 6:30 p.m. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: Allison asked about the incident report that was in the board packet and Andrea discussed. There were no other comments from the Board.
15. NEXT MEETING DATE: The next meeting is Monday, April 26, 2021, Regular Meeting at 7:00 pm.
16. ADJOURNMENT: A motion was made by Allison and supported by Al to adjourn the meeting at 7:51 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, April 26, 2021

1. CALL TO ORDER: The meeting is being held electronically (a) because the City of Wixom has declared a State of Emergency and (b) because of the capacity restrictions and social distancing requirements and as permitted by the Open Meetings Act, as amended by 2020 PA 254. The meeting was called to order at 7:01 p.m. by Veronica. Board members present: Al Boyko participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Commerce Township, MI, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Christie Currier.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Al to approve the agenda as presented. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the March 22, 2021, Regular Meeting were included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of March 22, 2021. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the April 2021 expenditure report. Andrea talked about the database renewals. There were no questions from the Board. A motion was made by Jennifer and supported by Al to approve the April expenditure report as written in the board packet. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update through March 31, 2021. There is nothing out of normal to report and we are where we should be at this point. There were no questions from the Board.
7. DIRECTOR'S REPORT: Andrea talked about the carpet cleaning on April 13. MCLS provided a quote for online access to ValueLine Basic and it was much more expensive than she expected. This is not something we can afford at this time considering the expected usage. Andrea discussed the summer reading program going virtual again this year and the take and make activities. The new website launched April 7 and there were no issues.

8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No update from the Friends. To free up storage space Karla is continuing to send books to Better World Books. Andrea will send an email to the Friends about small one-day outdoor sales this summer.
10. COMMUNICATIONS: There was one email comment about start up magazines that was included in the board packet. Andrea suggested that they speak with a librarian for specific titles.
11. UNFINISHED BUSINESS:
 - a. **COVID-19 Response** – The Library continues to operate in Grab & Go mode. We are planning to transition to normal hours in early June. The latest MDHHS epidemic order did not change guidelines for Libraries specifically. The City of Wixom declared a local state of emergency for COVID-19 and allows the Library Board to continue to meet virtually under the Open Meetings Act.
 - b. **Capital Improvement Update** – The board packet contained updated building projects and plans. Schematics for the craft room renovation were included. The architect is preparing documents for formal quotes on the project which will then be presented to the Board for approval. Andrea is researching options and pricing on new desks and shelving in the children's office and replacing her desk with one that would include upper storage cabinets. She also contacted NBS Commercial Interiors about removing our wallpaper and to discuss options after removal.
12. NEW BUSINESS:
 - a. **FY 2021 – 2022 Budget** – The board packet contained a draft of the FY 2021-22 Budget, a Budget Narrative, a Preparation Worksheet, a Budget Detail Sheet detailing each account with recommendations and a Property Tax Comparison Chart. The Budget Committee met on April 14 to go over the proposed budget and reviewed each account. The committee prioritized direct patron services and recommended allocating \$25,000 from the Fund Balance for capital improvements along with earmarking excess money in the fund balance for any revenue accounts impacted by COVID-19 next year. We had started a new strategic planning process in early 2020 that was suspended as COVID-19 hit and the Stay-At-Home orders were implemented. Andrea recommended that we develop a 1-year strategic plan outlining short-term goals until a full strategic plan can be developed over the next year. She will present a draft of the 1-year strategic plan to the Board at the May meeting.

- b. Distribution of Director evaluation materials for May 17 meeting** – 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: Veronica asked about having programs outdoors and allocating funds toward that as much as possible. Andrea talked about the options for programming, our occupancy levels in the Library and meeting rooms and what other libraries are doing. Jennifer asked about the status of updating our policies. Andrea recently looked at policies related to the Library Privacy Act revision and will check with our lawyer to see what policies need to be added or updated. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, May 17, 2021, Special Meeting at 6:30 pm followed by the Regular Meeting at 7:00 pm.

16. ADJOURNMENT: A motion was made by Jennifer and supported by AI to adjourn the meeting at 7:45 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES

Electronic Meeting Via Zoom

MINUTES OF SPECIAL MEETING

Monday, May 17, 2021 6:30 p.m.

1. CALL TO ORDER: The meeting is being held electronically (a) because the City of Wixom has declared a State of Emergency and (b) because of the capacity restrictions and social distancing requirements and as permitted by the Open Meetings Act, as amended by 2020 PA 254. The meeting was called to order at 6:30 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Norman, OK, Allison Wert participating from Wixom, MI, and Director Andrea Dickson.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Al to approve the agenda as presented. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. PUBLIC HEARING: Fiscal Year 2021-2022 Proposed Library Budget. There were no members of the public present.
4. UNFINISHED BUSINESS:
 - a. Adoption of FY 2021-2022 Proposed Library Budget and budget resolution. The board packet contained the 2021-22 Proposed Library Budget and Andrea discussed it with the group. A motion was made by Jennifer and supported by Al to approve the FY 2021-2022 Proposed Library Budget and budget resolution as written. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. NEW BUSINESS:
 - a. Consideration of holding a Closed Session to discuss an item exempt from disclosure under the Open Meeting Act. A motion was made by Dee Dee and supported by Al to hold a Closed Session under Section 8(a) of the Open Meetings Act for the annual personnel evaluation of the Library Director. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

Entered into Closed Session at 6:36 pm.

A motion was made by Allison and supported by Dee Dee to return into an Open Session of the Special Meeting. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

Returned from Closed Session at 6:48 p.m.

6. CALL TO THE PUBLIC: No members of the public present.
7. ADJOURNMENT: It was moved by Allison and supported by AI to adjourn the Special Meeting at 6:50 pm.

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, May 17, 2021

1. **CALL TO ORDER:** The meeting is being held electronically (a) because the City of Wixom has declared a State of Emergency and (b) because of the capacity restrictions and social distancing requirements and as permitted by the Open Meetings Act, as amended by 2020 PA 254. The meeting was called to order at 7:00 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Norman, OK, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** A motion was made by Allison and supported by Dee Dee to approve the agenda as presented. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the April 26, 2021, Regular Meeting were included in the board packet. A motion was made by Jennifer and supported by Veronica to approve the minutes of the Regular Meeting of April 26, 2021. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the May 2021 expenditure report. Andrea talked about the two items that are not normally on this report. There were no questions from the Board. A motion was made by Jennifer and supported by Allison to approve the May expenditure report as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update. We are where we should be at this point during the fiscal year. Andrea will have end of the year budget amendments ready for the Board to review and approve at the next board meeting. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** We are working with the Friends to offer pop-up one day book sales this summer. Andrea is finalizing a newsletter highlighting different services, digital resources and recurring programs Wixom residents may not be aware of. It should be

mailed out in early June. We are working with a local author Maria Dismundy and her publisher Cardinal Press to install a Walk and Read at Gilbert Willis Park this summer. The summer reading program will be offered again online using Beanstack and will officially begin on June 1. We increased the frequency of Craft Kit programs for all ages and will have more prize pickups and kids' kits. Andrea reported Ancestry.com is extending their database for patrons to utilize to September 30, 2021. Jennifer appreciated the Be Active Bags. Andrea said they will be set out this week. Veronica asked Andrea if there was a way to tell if new patrons are participating in programs. Andrea will investigate that. Jennifer thought it was great that the Metro Parks are now included in the Michigan Activity Pass (MAP) program and suggested that information be added to our website and included in the newsletter.

8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No new updates. There have not been any Friends meetings via Zoom just updates via email.
10. COMMUNICATIONS: There were no suggestions or communications this month.
11. UNFINISHED BUSINESS:
 - a. **COVID-19 Response** – The Library continues to operate in Grab & Go mode. Staff have started to transition schedules for a return to normal hours on June 1. Since the new mask order from MDHHS was announced late on Friday that information was not included in the board packet. MiOSHA orders have remained the same with masks required indoors and limited occupancy indoors. We are required to follow the orders of both MDHHS and MiOSHA. As the state starts lifting restrictions and increasing capacity limits, we will gradually shift into phase 5 of our reopening plan. Capacity limits in the library have not changed so librarians are discussing outdoor programming for story-times and book clubs. Allison asked if there is anything we need to have to do outdoor programming in the courtyard like camp chairs and blankets. Andrea checked with other libraries and they are suggesting patrons bring their own chairs and blankets since we cannot clean those items.
 - b. **Capital Improvement Updates** – Building projects updates were detailed in the board packet. The Craft Room renovation bid documents went out to multiple constructions firms and the bids are due Tuesday, June 8. Once the bidding process is completed Andrea will contact Christie to request a special board meeting to approve a proposal so that the project can move forward. Andrea is working with Interior Systems Contract Group on new office furniture. We can utilize a statewide bid process through MiDEAL that will significantly reduce the costs for the Children's and Director's office furniture. Andrea also discussed the

removing wallpaper and painting project quote coming in over \$25,000, therefore, per our procurement policy it must go through a formal bid process.

12. NEW BUSINESS:

- a. **FY 2021 – 2022 Strategic Goals** – The board packet contained a draft of the 1-year Strategic Goals and Initiatives for the Board to review and provide feedback. Veronica thought it was helpful and covered a broad range of goals. A discussion about how we can best provide marketing and branding at the Library. Jennifer suggested promoting the arts. Dee Dee talked about having monthly series and educational lectures. Andrea will incorporate these suggestions into the goals and will have an additional draft available at the June meeting for the Board's input and approval.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Jennifer said she used BookFlix and it was great. There were interactive questions about the book, and she received additional book suggestions. Also, she wanted to thank Emily for helping her find books for her daughter. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, June 28, 2021, Regular Meeting at 7:00 pm.

16. ADJOURNMENT: A motion was made by Allison and supported by AI to adjourn the meeting at 7:49 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF SPECIAL MEETING
Wednesday, June 16, 2021 7:00 p.m.

1. **CALL TO ORDER:** The meeting is being held electronically (a) because the City of Wixom has declared a State of Emergency and (b) because of the capacity restrictions and social distancing requirements and as permitted by the Open Meetings Act, as amended by 2020 PA 254. The meeting was called to order at 7:03 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Southfield, MI, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Allison to approve the agenda as presented. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** There were no members of the public present.
4. **NEW BUSINESS:**
 - a. Recommendation to award the Craft Room remodel contract to lowest bidder Summit Company for an amount of \$31,143. The board packet contained an award recommendation letter from Lindhout Associates, bid tabulation and the Summit Company Schedule of Values, Schedule, Sub-contractors and References. Andrea discussed the bid with the group. She also talked about the LVT vinyl plank flooring. There was one question about the completion dates from the Board. A motion was made by Jennifer and supported by Al to award the Craft Room remodel contract to lowest bidder Summit Company for an amount of \$31,143. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
 - b. Recommendation to approve Applied Imaging printer lease. Andrea discussed our current patron printer needing repair and replacing the current patron printer with one that can best handle patron needs. The board packet contained information about printers and leasing. There were no questions from the Board. A motion was made by Jennifer and supported by Allison to approve Applied Imaging printer lease. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **CALL TO THE PUBLIC:** No members of the public present.

6. ADJOURNMENT: It was moved by Allison and supported by AI to adjourn the Special Meeting at 7:11 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, June 28, 2021

1. **CALL TO ORDER:** The meeting is being held electronically (a) because the City of Wixom has declared a State of Emergency and (b) as permitted by the Open Meetings Act, as amended by 2020 PA 254. The meeting was called to order at 7:02 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Allison Wert.
2. **APPROVAL OF AGENDA:** Requested by Andrea to amend the agenda under section 12 New Business, to add item c. Job Description. A motion was made by Jennifer and supported by Al to approve the agenda as amended. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the Special Meeting of May 17, 2021; Regular Meeting of May 17, 2021; and Special Meeting of June 16, 2021 were included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Special Meeting of May 17, 2021; Closed Session of May 17, 2021; Regular Meeting of May 17, 2021; and Special Meeting of June 16, 2021. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the June 2021 expenditure report. The expenditures were all standard purchases and there were no questions from the Board. A motion was made by Jennifer and supported by Al to approve the June expenditure report as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update. Adjustments to the budget to even out accounts are included in the Budget Amendments included on the agenda. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** A new free program will be launched for all libraries in Michigan called TALK: Text and Learn for Kindergarten. It is designed to text parents with early literacy tips to get kids ready for school success. We received the first State Aid payment for \$5,803.94. We will receive the second payment in July which will be applied to the

FY 2020-21 budget. City Council approved the janitorial services contract with the same company we currently use. Andrea contacted City Manager Steve Brown and DPW Director Tim Sikma about the Library's significant concerns regarding the current cleaning quality and how the City would enforce the standards outlined in the new contract. We have received positive feedback on the Walk and Read signs at Gilbert Willis Park.

8. UPDATE FROM CITY COUNCIL: Andrea virtually attended the last city council meeting. City Council meetings will return to in person meetings in July.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: We are having one day book sales outside the Library on Thursdays during concerts. The donation bin is back in between the doors and we are now accepting donations. The Friends will return to sorting at the library in July.
10. COMMUNICATIONS: There were no suggestions or communications this month.
11. UNFINISHED BUSINESS:
 - a. **COVID-19 Response** – In June, the Library moved into phase 5 of the reopening plan. MIOSHA updated COVID-19 emergency rules to align with the federal OSHA guidelines and recommendation on mitigating the spread of COVID-19 in the workplace. Employers are still advised to follow CDC and federal OSHA guidance on COVID-19 precautions. Our policies have been revised to reflect the current OSHA and CDC guidance. The board packet contained a detailed list of the current policies and services that are now in place and discussed them with the group. The Board of Trustees will meet in person again starting with the July 26 meeting.
 - b. **FY 2021-2022 Strategic Goals** – At the May board meeting, Andrea presented the Board with a draft of the FY 2021-2022 Strategic Goals for discussion and feedback. Andrea incorporated their suggestions into this final draft that was included in the board packet. These goals will guide the Library over the next year as we develop a new long-term strategic plan in the fall. A motion was made by Veronica and supported by AI to approve the FY 2021-2022 Strategic Goals as presented in the board packet. Roll Call Vote: AI: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
12. NEW BUSINESS:
 - a. **Office Furniture Proposal** – The board packet contained proposal and layout documents from ISCG. ISCG has been used by several area libraries. Andrea discussed the proposal and furniture with the group. The proposed furniture and

installation cost utilizes the MiDEAL contract rates. A motion was made by Jennifer and supported by Al to approve the Office Furniture Proposal for \$8,599 as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.

- b. FY 2020-2021 Year-End Budget Amendments** – The year end budget amendments to balance out accounts were included in the board packet. The majority of craft room renovation expenses will occur in FY 21-22. A motion was made by Jennifer and supported by Dee Dee to approve the FY 2020-2021 Year-End Budget Amendments as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
- c. Job Description** – Andrea updated the Teen and Adult Librarian job description to reflect current responsibilities. A motion was made by Jennifer and supported by Al to approve the revised Teen and Adult Librarian job description as written. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Veronica asked about the janitorial issues we have been having and Andrea discussed them with the group.

15. NEXT MEETING DATE: The next meeting is Monday, July 26, 2021, Regular Meeting at 7:00 pm.

16. ADJOURNMENT: A motion was made by Al and supported by Dee Dee to adjourn the meeting at 7:45 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, July 26, 2021

1. CALL TO ORDER: The meeting was called to order at 7:03 pm. by Veronica. Board members present: Al Boyko, Delores (Dee Dee) Grant, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Absent: Christie Currier. Excused Absent: Jennifer Mulder.
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 Regular Meeting of June 28, 2021 was included in the board packet. A motion was made by Dee Dee and supported by Al to approve the minutes of the Regular Meeting of June 28, 2021. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the July 2021 expenditure report. The expenditures included last and this fiscal year. There were no questions from the Board. A motion was made by Allison and supported by Al to approve the July expenditure report as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update. We are still waiting for the State Aid funds and Penal Fines to arrive. There were no questions from the Board.
7. DIRECTOR'S REPORT: We will do budget amendments in August to complete the remaining projects that were not finished last fiscal year and to account for staffing changes. Andrea discussed the Craft Room renovation with the group. Construction will start in late August with a completion time of 3 weeks. Andrea met with DPW and a manager from Du-All cleaning to talk about our expectations for cleaning quality. Du-All plans to send a supervisor out to City buildings weekly to review quality and address any concerns by City departments. Fall programming was discussed. The Teen & Adult Librarian position was posted and Andrea is interviewing candidates this week. Envisionware which is an alternative computer and print management system was discussed. TLN has started the process of switching to Envisionware for our public PC management software. The board packet contained year-end statistics that included building usage during the pandemic and circulation trends for the board to review.

8. **UPDATE FROM CITY COUNCIL:** The Downtown Development Authority (DDA) is proposing updating the DDA plan. The proposed plan was presented to City Council on July 13. There will be a presentation of the update at the August board meeting. Details of the DDA proposed plan memo and draft was included in the board packet.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends have started coming into the Library to sort donations. They will hold their first meeting since January 2020 on July 27. They will be deciding future event dates and electing officers.
10. **COMMUNICATIONS:** There was one email comment about the outdoor story times.
11. **UNFINISHED BUSINESS:** There was no unfinished business.
12. **NEW BUSINESS:**
 - a. **Job Description Revisions** – Andrea reviewed our job descriptions and current responsibilities to ensure responsibilities were balanced among staff. She requested that the Wage & Salary Committee reclassify the Technology Librarian into an Adult & Support Services Librarian position and that was approved at the City Council meeting on July 13. The Children’s Librarian and Head of Youth Services needed minor tweaks to reflect how the two positions work together. Those Job Descriptions and an Organizational Chart was included in the board packet. A motion was made by Allison and supported by AI to approve the reclassification of the Adult & Support Services Librarian and the revisions of the Children’s Librarian & Head of Youth Services job descriptions. Motion passed.
 - b. **Public Computer Purchase Quote** – TLN was recently out to do computer maintenance and recommended that the majority of the public PCs be upgraded this year. We did not replace our normal number of computers last year as most were in storage. Last fiscal year, we were able to replace all of the librarian’s computers with grant money to facilitate remote work which helps balance the costs. TLN secures discounted pricing from Dell and will be configured by TLN as a part of our PC support package. A quote from Dell for 12 computers was included in the board packet. A motion was made by Dee Dee and supported by Allison to approve the public computer purchase of 12 computers for \$8,942. Motion passed.
13. **CALL TO THE PUBLIC:** No public present.
14. **BOARD MEMBERS’ COMMENTS:** There were no comments from the Board.
15. **NEXT MEETING DATE:** The next meeting is Monday, August 23, 2021, Regular Meeting at 7:00 pm.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:35 pm.

Respectfully submitted,
Carol Barone
Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, August 23, 2021

1. CALL TO ORDER: The meeting was called to order at 7 p.m. by Veronica. Board members present: Al Boyko, Delores (Dee Dee) Grant, Jennifer Mulder, Veronica Simmons, Allison Wert. Excused Absent: Christie Currier.

Staff Present: Andrea Dickson, Library Director

Guests: Drew Benson, Assistant City Manager & Director of Economic Development; Carmine Avantini, CIB Planning

2. APPROVAL OF AGENDA: Requested by Andrea to amend the agenda to add under 13. New Business, item b. Craft Room Update. A motion was made by Jennifer and supported by Al to approve agenda as amended. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. PRESENTATION – PROPOSED DDA PLAN: Assistant City Manager and Director of Economic Development Drew Benson and Carmine Avantini from CIB Planning introduced the proposed DDA Plan revision. Mr. Avantini gave an overview of the history of the DDA and the bonds that were used to build the Village Center Area. DDA funding remains at 2007 assessed values due to the 2008 recession. They originally anticipated needing 25 years to pay off bonds and complete the original plans. Due to funding losses from the recession, the DDA is looking to extend the plan to complete unfinished projects and expand the scope of allowable projects with tax increment financing.

The proposed plan would extend the length of the plan for another 25 years, from 2028-2043. Michigan laws surrounding DDA captures of library millages were revised in 2016 and 2018 and, should the plan be extended, the Library Board of Trustees would have to decide whether the Library's millage continues to be captured by the DDA. Should the Library opt-in to have the Library's millage captured, the Library could apply for funds from the DDA for projects. The City still has to meet with Oakland County for their approval and the final plan would be approved by City Council.

The Board discussed positives to opting into the capture, including positive relationships with the City of Wixom and the DDA and potential improvements to the area by the Library. Concerns were raised about the length of the plan, voters who want all Library funds to go to the Library, and whether the Library could opt-out if unsatisfied with how funds were used. Andrea will contact the Library's lawyer with questions. A special

meeting was called for Monday, August 30 at 7:30 p.m. to discuss the Library's potential participation.

5. APPROVAL OF MINUTES: A motion was made by Dee Dee and supported by Al to approve the minutes of the minutes of the Regular Meeting of July 26, 2021. Motion passed
6. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by Allison to approve the expenditures as written in the board packet. Motion passed.
7. BUDGET REVIEW: The board packet contained a budget update. We received the second State Aid check and the penal fines check for FY 2020-2021.
8. DIRECTOR'S REPORT: The new office furniture will ship end of August. All staff are wearing masks again regardless of vaccination status and masks are recommended for patrons. Andrea is looking at masks for indoor programs and attendance for fall in person programming is strictly limited to ensure social distancing. With schools not requiring masks at this time, it was suggested that the Library recommend masks at programs and offer them to patrons without a mask. Two new pages start this week and a new Teen & Adult Services Librarian will start in mid-September.
9. UPDATE FROM CITY COUNCIL: There was no update from City Council.
10. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends held a quarterly meeting on July 27. Board members remain the same. The Fall Used Book Sale is scheduled for September 29 through October 2.
11. COMMUNICATIONS: There were no suggestions or communications.
12. UNFINISHED BUSINESS: There was no unfinished business.
13. NEW BUSINESS:
 - a. **FY 2021-2022 Budget Amendments** – Due to delays on the craft room renovation, a new janitorial contract and a staff retirement, budget amendments are required to reflect the shift in expenses. A motion was made by Dee Dee and supported by Allison to approve the FY 2021-2022 Budget Amendments as presented in the board packet. Motion passed.
 - b. **Craft Room Update** – Demolition of the craft room began last week and the contractor discovered a gutter drain pipe that was not present in any building plans. A plumber will visit this week with a specialized camera to determine how the pipe is draining. There are two potential options: drywall around the column leaving it in place or move the pipe to the section of wall containing other plumbing and structural items. The second option will be more expensive but

provides better function for library programs and patrons. Veronica suggested seeing if it can be tied into the sink drain.

14. CALL TO THE PUBLIC: No public present.

15. BOARD MEMBER'S COMMENTS: No comments from the Board.

16. NEXT MEETING DATE: Special Meeting Monday, August 30 at 7:30 p.m. The next regular meeting is Monday, September 27, 2021 at 7:00 p.m.

17. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 8:26 p.m. Motion passed.

Respectfully Submitted,
Allison Wert, Secretary

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
Monday, August 30, 2021 at 7:30 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:32 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Delores (Dee Dee) Grant, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Absent: Jennifer Mulder.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No members of the public present.
4. UNFINISHED BUSINESS:
 - a. Craft Room Update – Andrea discussed the progress with the Craft Room renovation. When the contractors removed the wall, a gutter drain was discovered. After discussing options to build around or reroute the pipe it was decided to re-route the pipe to make the room most functional for patrons. The additional cost is \$6,832.00. A \$2,000 contingency was built into the budget and the total increased cost is \$4,832.00. A motion was made by Dee Dee and supported by Al to approve the change order to the Craft Room. Motion passed.
5. NEW BUSINESS:
 - a. DDA Proposed Plan Update Discussion – The Board discussed the proposed update to the DDA plan. Discussion was held about the potential impacts of opting in versus opting out of the DDA capture on millage renewals, perceptions among taxpayers who want all library millage funds dedicated to library services, the Board's fiduciary responsibility to the Library, and the desire for a good relationship with the City and DDA. The DDA tax capture from the Library millage is estimated at \$1,748,089 over the length of the proposed plan. At this time, the Board felt unless there is a written guarantee that funding would be dedicated to Library related projects or projects in the direct vicinity of the Library throughout plans term, it would not be in the interest of the Library to opt into the tax capture if the plan moves forward.
6. CALL TO THE PUBLIC: No members of the public present.
7. BOARD MEMBER COMMENTS: No comments from the Board.
8. NEXT MEETING DATE – Regular Meeting Monday, September 27, 2021 at 7:00 pm.

APPROVED: 9/27/2021

9. ADJOURNMENT: It was moved by Allison and supported by AI to adjourn the Special Meeting at 8:12 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, September 27, 2021**

1. CALL TO ORDER: The meeting was called to order at 7:04 p.m. by Veronica. Board members present: Al Boyko, Jennifer Mulder, Veronica Simmons, Allison Wert. Excused Absent: Christie Currier, Absent: Delores (Dee Dee) Grant.

Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant.

2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Al to approve agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. APPROVAL OF MINUTES: A motion was made by Jennifer and supported by Al to approve the minutes of the minutes of the Regular Meeting of August 23, 2021. A motion was made by Al and supported by Veronica to approve the minutes of the Special Meeting of August 30, 2021. Motions passed.
5. APPROVAL OF EXPENDITURES: Andrea discussed the expenditures with the group. A motion was made by Jennifer and supported by Allison to approve the expenditures as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update. The budget amendments from last month were not included in this budget update. There were no questions from the Board.
7. DIRECTOR'S REPORT: The Library has had issues throughout the summer with one of the HVAC units not working correctly resulting in high temperatures and humidity in some areas of the building. DPW has met with multiple companies and has determined that the unit needs to be replaced along with one other unit. The bidding process has started and will have to be approved by City Council. The day before the new Teen & Adult Librarian was supposed to start, she emailed stating she would not be starting. Andrea is working on other options and discussed them with the Board. The new computer print and time management software, Envisionware, was installed and is running significantly smoother than SAM.
8. UPDATE FROM CITY COUNCIL: There were no updates from City Council. Andrea will attend the meeting when the HVAC replacement is on the agenda.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends Fall Used Book Sale will run from September 29 through October 2 in the Library.

10. COMMUNICATIONS: There was one comment about book selections for the read a romance display.

11. UNFINISHED BUSINESS:

- a. **Proposed DDA Plan Revision** – The City is now meeting with different entities in the County. The board packet contained an email with the City regarding partnership set-up and survey responses from area libraries regarding DDA tax captures.

12. NEW BUSINESS:

- a. **Capital Improvement Projects** – The Library is slated to spend \$69,611 from the fund balance this year on capital improvement projects and a couple of other unbudgeted items. The majority of expenses are allocated to the Children's Craft Room remodel that was originally planned for late last fiscal year. Andrea wanted to start a conversation on projects that need to be considered. Wallpaper removal and paint throughout the Library would be a high priority. The Board agreed and Andrea will put that out to bid. Countertops need to be replaced at the Circulation Desk and Children's Reference Desk. The wood trim is in rough shape and keeps splintering and coming off and DPW has been called numerous times to sand and reattach the wood trim on the countertops. Andrea recommends that the countertops be replaced with a more durable material and would be a relatively small project. Individual study rooms will be the next goal based on patron requests. Veronica suggested that Andrea get pricing on replacing the oak book cases with a darker wood or metal finish.

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

14. BOARD MEMBER'S COMMENTS: Allison commented that she loved the renovation in the craft room. There were no other comments from the Board.

15. NEXT MEETING DATE: The next regular meeting is Monday, October 25, 2021 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by AI to adjourn the meeting at 7:41 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, October 25, 2021**

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Delores (Dee Dee) Grant, Jennifer Mulder, and Allison Wert. Absent: Veronica Simmons. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: A motion was made by Jennifer and supported by Dee Dee to approve the minutes of the minutes of the Regular Meeting of September 27, 2021. Motion passed.
5. APPROVAL OF EXPENDITURES: Andrea discussed the expenditures with the group. A motion was made by Jennifer and supported by Allison to approve the expenditures as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the budget update for period ending 10/31/2021. We are right where we expect to be at this point.
7. DIRECTOR'S REPORT: Andrea discussed the increase for State Aid for libraries. Andrea is finalizing the RFP document for wallpaper removal and paint. The Librarians are planning to shift some adult collections to create more space for the most in demand collections. Andrea talked about the delays in receiving materials from our main book vendor. Allison asked what we are doing with the programming during the winter. Andrea talked about bringing programs indoors and adding additional programs if demand increases and COVID cases decline. We are experiencing high demand for grab and go programs and crafts with less patron participation for in-person programs.
8. UPDATE FROM CITY COUNCIL: There wasn't any update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends had a very successful book sale with over \$5,000 in sales. Their quarterly meeting is tomorrow.
10. COMMUNICATIONS: There were no communications this month.
11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **Meeting Dates 2022** – The board packet contained the proposed 2022 Board of Trustees Meeting Dates. The meeting dates are occurring on the 4th Monday of the month at 7:00 p.m. The Public Hearing on the Budget will occur during the regular meeting on May 23, 2022. A motion was made by Allison and supported by Dee Dee to approve the Meeting Dates for 2022. All in favor. Motion passed.
- b. **Request to Close at 4 p.m. on Friday, December 3** – The City of Wixom Tree Lighting Festival will be held on Friday, December 3 from 5-11 p.m. The parking lot is usually blocked off to the Library for this event and we would need more staffing to adequately manage the crowds. The Library is hosting the annual Gingerbread House program for families the next day on Saturday, December 4. We need enough staff to run the event Saturday and staff the Library Friday. Andrea is recommending that the Library close two hours early at 4:00 p.m. on Friday, December 3. A motion was made by Dee Dee and supported by Al to close the Library at 4:00 p.m. on Friday, December 3. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Allison discussed the communication she received from the school regarding students not learning at their potential. Andrea will reach out to the schools to give them information about tutoring and other resources the library has to help students. There were no other comments.

15. NEXT MEETING DATE: The next regular meeting is Monday, November 22, 2021 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:27 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, November 22, 2021

1. CALL TO ORDER: The meeting was called to order at 7:02 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Delores (Dee Dee) Grant, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Jennifer Mulder.
2. APPROVAL OF AGENDA: Andrea requested that the agenda include (d) Countertop Replacement under 12. New Business. A motion was made by Dee Dee and supported by Al to approve the agenda as amended. Motion passed.
3. CALL TO THE PUBLIC: There were no comments from the public.
4. APPROVAL OF MINUTES: A motion was made by Dee Dee and supported by Al to approve the minutes of the minutes of the Regular Meeting of October 25, 2021. Motion passed.
5. APPROVAL OF EXPENDITURES: Andrea discussed the expenditures with the group. A motion was made by Dee Dee and supported by Al to approve the expenditures as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the budget update for period ending 11/30/2021.
7. DIRECTOR'S REPORT: The task chairs at the front desk had major pieces break and have been repaired repeatedly. Andrea ordered replacement chairs from ICSG using the MiDeal contract. The board packet contained news articles regarding book challenges and Andrea discussed them with the group. Andrea contacted our lawyer for an updated book collection and display policy. The Take a Coat, Leave a Coat donation rack will be set up in the lobby this week.
8. UPDATE FROM CITY COUNCIL: The City Council approved the HVAC replacement for Library and Community Center at their last meeting. Replacement will occur after both units arrive. Due to safety procedures involving a crane, the Library will have to close during the hours the crane is in use.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends started their holiday bundles event on Monday, November 15. The shelving unit from the Children's office was moved into the Friends storage room.
10. COMMUNICATIONS: There were no communications this month.

11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **Wallpaper Removal and Painting** – The wallpaper throughout the Library is original to the building and is now peeling throughout the building. In September, the Board chose to move forward with removing the wallpaper and paint throughout the library to utilize excess funds in the fund balance. The board packet contained the proposals from five contractors that came for a walkthrough and submitted a proposal. A discussion was held. Due to the wide range of proposal amounts, the Board requested that Andrea contact more references and obtain additional information before they make a decision. A special meeting was scheduled for Wednesday, December 8 at 6:00 p.m. to discuss the results and approve a proposal.
- b. **Learning Corner Proposal** – The Library and Friends of the Library were contacted by Meijer in Wixom about a substantial donation (\$5,000) towards the Children's area. Andrea gave them potential options and they loved the idea of a learning corner for the Jungle Room. The board packet contained Library Design's cost proposal with 3 different options and photos of the design options for the Board to review. The Learning Corner would feature a reading bench and interactive learning panels along with a discovery box for open-ended play. The Friends are willing to contribute \$2,000 for the Learning Corner. Andrea contacted local businesses about contributing and she is waiting to hear back. The Board suggested that we approve this item at the board meeting in January.
- c. **Presentation of the FY 2020-2021 Annual Report** – Andrea passed out copies of the FY 2020-2021 Annual Report to the group. She discussed the report that highlighted the virtual programs and the added new resources. We had received over \$40,000 in grant funding to help offset COVID-19 expenses. The report also included revenue and expenditures for FY 2020-2021.
- d. **Countertop Replacement** – The countertops at the circulation desk and children's area have a wood trim that is splintering and the Formica needs replaced with a more durable surface. Andrea received a bid from Library Design that was too expensive. She is in the process of receiving bids from local companies. The Board wants to review options at the Special Meeting on Wednesday, December 8 at 6:00 p.m.

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

14. BOARD MEMBER'S COMMENTS: The Board members thanked AI for stepping in when we needed a replacement board member. There were no other comments.

APPROVED: 01/24/2022

15. NEXT MEETING DATE: A special meeting is scheduled for Wednesday, December 8, 2021 at 6:00 p.m. The next regular meeting is Monday, January 24, 2022 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Dee Dee and supported by Allison to adjourn the meeting at 7:57 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
Monday, December 8, 2021 6:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (Dee Dee) Grant and Jennifer Mulder.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: There were no comments from the public.
4. UNFINISHED BUSINESS:
 - a. Wallpaper Removal and Painting Proposals – The board packet contained the RFP document that was issued on BidNet and the proposals from five contractors for wallpaper removal and paint. Andrea asked the four lowest proposals additional questions and contacted their references. Additional information regarding each of the companies was detailed in the attached overview that was included in the board packet. The Board discussed references and information from each company. A motion was made by Allison and supported by Al to approve Industrial Painting for \$50,170 with baseboards as needed at \$6.75 per linear foot. Motion approved.
 - b. Countertop Replacement – The Check Out and Children's desk countertops were installed in 2008 and have laminate counters with wood trim edges where staff sit. The wood trim is splintering and continuously separating from the laminate counter. DPW repairs the trim every few months and the laminate is fading. The board packet contained an overview, quotes and photos. Andrea also provided samples for the Board to review. Based on the prices and durability of quartz, Andrea recommends using one of the options from Primo Granite & Marble or Leonardo's based on the Board's preference. A motion was made by Veronica and supported by Christie to approve the Carrara white quartz not to exceed \$11,500 from Primo Granite & Marble. Motion approved.
5. NEW BUSINESS: There was no new business
6. CALL TO THE PUBLIC: There were no comments from the public.
7. BOARD MEMBER COMMENTS: There were no comments from the Board.

8. NEXT MEETING DATE – Regular Meeting Monday, January 24, 2022 at 7:00 p.m.
9. ADJOURNMENT: It was moved by Allison and supported by AI to adjourn the Special Meeting at 6:16 pm.

Respectfully submitted,
Carol Barone, Executive Assistant