

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, April 22, 2024 7:00 p.m.**

1. CALL TO ORDER: The meeting was called to order at 7:32 p.m. by Veronica. Board members present: Leah Gettings, Jen Griffen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Delores (Dee Dee) Grant and Dulcie MacQueen.
2. APPROVAL OF AGENDA: A motion was made by Jen 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 Regular Meeting of March 25, 2024, were included in the board packet. A motion was made by Allison and supported by Jen to approve the minutes of the Regular Meeting of March 25, 2024 as written. 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 Jen 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 April 30, 2024 was included in the board packet. Budget amendments to even out accounts are on the agenda. There were no questions from the Board.
7. DIRECTOR'S REPORT: The RFP for a variety of renovations throughout the City Hall, Community Center and Library is out and bids are due on April 24. Andrea is getting quotes for landscaping in our courtyard. The Friends have agreed to purchase outdoor musical instruments for the courtyard. There were no questions from the Board.
8. UPDATE FROM CITY COUNCIL MEETINGS: No updates from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends Silent Auction and the Spring Used Book Sale were very successful. They raised over \$6,000. Their next quarterly meeting has been rescheduled to May 14.
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 Draft:**

The board packet contained the proposed FY 2024-2025 Budget, a budget preparation worksheet as well as a budget detail sheet listing each account with a description and costs for each account. The Budget Committee met on April 16 to review each account.

APPROVED: MAY 20, 2024

Copies of the proposed budget will be posted on our website and available in the Library. The Library Board will hold a public hearing on the proposed Library budget for fiscal year July 1, 2024 to June 30, 2025 at the regular meeting on Monday, May 20, 2024 at 7:00 p.m.

**b. FY 2023-2024 Budget Amendments:**

The board packet contained budget amendments to even out accounts for the board to review. We received extra revenue and Andrea explained which accounts needed more funds added in. A motion was made by Allison and supported by Leah to approve the Budget Amendments as written in the board packet.

**c. Distribution of Library Director evaluation materials:** The Board members received Andrea's evaluation materials to complete and return back to Veronica by May 10.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: There were no comments.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, May 20, 2024 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jen and supported by Allison to adjourn the meeting at 7:44 p.m.

Respectfully submitted,  
Carol Barone,  
Executive Assistant