

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, August 19, 2024 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:02 p.m. by Veronica. Board members present: Leah Gettings, Delores (Dee Dee) Grant, Jen Griffen, 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 Allison and supported by Dee Dee to approve the agenda as written. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of July 22, 2024, were included in the board packet. A motion was made by Allison and supported by Dee Dee to approve the minutes of the Regular Meeting of July 22, 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 Dee Dee and supported by Leah to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The Revenue and Expenditure Report for period ending August 31, 2024 was included in the board packet. There were no questions from the Board.
7. DIRECTOR'S REPORT: We received our penal fine check and our second State Aid check for FY 2023-24. We will add approximately \$100,000 to our fund balance. Andrea updated the Board about the progress of the City renovation and the Library's study room project. She discussed the Minimum Wage and Paid Sick Leave Law and the FLSA Salary Threshold changes with the group. Andrea talked about newsletter and postcard options. The Board agreed the newsletter option would be better. Updating our branding and logo is long overdue. Andrea requested information from Library Market about their branding services and will present that at a future meeting.
8. UPDATE FROM CITY COUNCIL MEETINGS: No update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends quarterly meeting was held on July 23 and the minutes were included in the board packet. They approved the Library's requests for fall programs and an additional shelving unit for STEAM kits.
10. COMMUNICATIONS: There were no suggestions or communications this month.
11. UNFINISHED BUSINESS:
 - a. **RFID Project:**

All shared system libraries in TLN will be soon transitioning to RFID tags. These tags will offer several improvements to both the staff and patron experiences, including easier

self-checkout for patrons, improve staff workflow in circulation and shelving, and more accurate checkouts and returns. Andrea researched different companies and met with three vendors about RFID. We will need to purchase equipment to work with the RFID tags. Andrea also spoke with each vendor about their RFID security gate options. Our current gates are the minimum width allowed by ADA, which means it is harder for some patrons to enter the building and they will not work with RFID. The board packet contained information and quotes from Bibliotheca, Envisionware and Tech Logic for RFID equipment, services, installation and training. Annual maintenance and software costs were also included. The Board discussed the RFID options and security gates. Andrea recommends Envisionware for the conversion to RFID based on the quotes received and lower ongoing costs. A motion was made by Dee Dee and supported by Allison to approve the proposal from Envisionware to purchase 4 pads, 1 kiosk and security gates from Envisionware. Motion passed unanimously.

12. NEW BUSINESS:

a. **Digital Content Discussion:**

In recent months, usage of Hoopla has increased beyond the budgeted monthly allowance. There are two options in regards to the Hoopla budget. We could increase the Electronic Resources budget or reduce the number of monthly borrows allowed per patron. The Board packet included a Hoopla spending summary for 2024 and the Board discussed. The Board decided to start with reducing the number of monthly borrows per patron and see if that keeps us within budget.

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, September 23, 2024 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jen and supported by Dee Dee to adjourn the meeting at 7:53 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant