

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, February 3, 2025 7:00 p.m.**

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Veronica. Board members present: Leah Gettings, Delores (Dee Dee) Grant, Jen Griffen, Dulcie MacQueen and Veronica Simmons. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Allison Wert.
2. APPROVAL OF AGENDA: A motion was made by Jen 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 November 25, 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 November 27, 2024, as written. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure reports for December 2024 and January 2025. Andrea discussed items in the report. There were no questions from the Board. A motion was made by Leah and supported by Jen to approve the expenditure reports as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the budget update for the period up to January 31, 2025. Property taxes are included in the budget update and the revenue is posted. We are on track with our budget. We received our federal E-Rate check in January and our first Local Community Stabilization check in October. We will receive a second check in May. There were no questions from the Board.
7. DIRECTOR'S REPORT: The new estimated installation date for the new front doors is February 6.

We are having issues with newspaper deliveries, with fewer and fewer offering daily delivery. Due to the issues we are experiencing, Andrea is researching digital newspaper platform options and will report back to the Board.

Changes to Michigan's minimum wage and paid sick leave laws are expected to go into effect on February 21. The Michigan legislature has introduced new bills to amend

the law. The board packet contained an email from our legal firm detailing the situation.

Andrea discussed the Dolly Parton Imagination Library with the Board and the board packet contained information about the program and projected costs. Andrea wanted to discuss the program with Board before talking with the Friends about funding the program. Andrea will talk to the Friends to see their interest.

8. UPDATE FROM CITY COUNCIL MEETINGS: No updates to report.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends made \$609 with their holiday bundle sets sold in November and December. Their next quarterly meeting is on February 11, 2025.
10. COMMUNICATIONS: There were 2 suggestions this month. One was to point out an error in the catalog database and our cooperative corrected it. The other was to comment on the phenomenal Abraham Lincoln presentation.
11. UNFINISHED BUSINESS:
  - a. **Study Room Furniture:** Andrea and the Board discussed purchasing new tables for the new study rooms at the November meeting. Andrea worked with our representative at ISCG and selected options that would fit the study rooms. The board packet contained a quote from ISCG and brochures for the 2 study room tables and 1 conference table. The Board discussed the style of tables and asked Andrea to provide more options to compare. They would like to see pricing for a new conference table that matches the existing 2 small tables along with tables in a third style. Andrea will get quotes and information to bring back to the Board.
12. NEW BUSINESS:
  - a. **Election of Officers and Formation of Committees:** According to the Board Bylaws, officers and committees are elected at this meeting. Andrea included in the Board packet a memo detailing the duties of the officers and committees and she discussed them with the Board. Officers and committee members were nominated and presented as follows:

**President** – Dee Dee was nominated by Jen and supported by Leah.

**Vice President**– Veronica was nominated by Jen and supported by Dee Dee.

**Treasurer** – Dulcie was nominated by Jen and supported by Dee Dee.

**Secretary** – Leah was nominated by Jen and supported by Dee Dee.

**Budget Committee:** Dulcie, Allison, Jen.

**Building Committee:** Veronica, Dee Dee and Leah.

**Personnel Committee:** Dee Dee, Leah, Veronica.

A motion was made by Jen and supported by Leah to approve the officers and committee members as nominated. Motion passed.

- b. FY 2023–2024 Audit:** The Board packet contained the Independent Auditor’s Report from Gabridge & Company for the Board to review. There were no issues with the Audit. Andrea discussed the findings with the Board and there were no questions.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS’ COMMENTS: No comments from the group.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, February 24, 2025, at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Jen and supported by Dee Dee to adjourn the meeting at 7:50 p.m.

Respectfully submitted,  
Carol Barone,  
Executive Assistant