

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

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Veronica. Board members present: Delores (Dee Dee) Grant, Jen Griffen, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Leah Gettings.
2. **APPROVAL OF AGENDA:** Andrea requested to amend the agenda to add under Section 4. Approval of minutes – Closed Session minutes of June 24, 2024. A motion was made by Dee Dee and supported by Allison to approve the agenda as amended. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of June 24, 2024, were included in the board packet. Andrea passed out the minutes of the Closed Session to the group. A motion was made by Dee Dee and supported by Dulcie to approve the minutes of the Regular Meeting and Closed Session of June 24, 2024 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report that is broken up into 2 fiscal years. There were no questions from the Board. A motion was made by Jen and supported by Allison to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update for period ending June 30, 2024 was included in the board packet. There was nothing yet for July. We will be adding quite a bit to our Fund Balance. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** As fiscal year 2023-24 closes, our expenditures will be under budget as expected. We will receive approximately \$28,000 of additional revenue in early August from Penal Fines and State Aid. City Council approved 5% raises for all non-union staff matching the amount agreed to in all new union contracts. Holidays were also updated to include Martin Luther King Day and Juneteenth while eliminating the employee's birthday as a paid holiday. We have seen new patrons coming in to inquire about programs and services when we mailed newsletters. Andrea discussed mailing 3 newsletters a year to coincide with our programming seasons. The Board would like to see more options from the printer and Andrea will provide that at the next meeting.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** City Council approved raises and updated fringe benefits at their last meeting.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends quarterly meeting will be tomorrow.
10. **COMMUNICATIONS:** There were no suggestions or communications this month.

11. UNFINISHED BUSINESS:

- a. **Courtyard Improvement Quotes:** We use our courtyard for programming and it needs landscape updates. Andrea met with four landscape companies about improvements to our courtyard space. The board packet contained information, drawings, proposals and cost summaries for the board to review. Andrea met with DPW and the Community Services Director who manages the landscape contract for the City for feedback. The Board discussed the options. A motion was made by Dee Dee and supported by Allison to approve the proposal of \$18,125 from Troy Clogg Landscape Associates with a \$1,000 contingency. Motion passed.

12. NEW BUSINESS:

- a. **RFID Project:**

The Board previously discussed the possibility of migrating to RFID technology and was interested in looking into the possibility further. Meanwhile, TLN has decided to implement RFID for all shared system libraries to improve the delivery system. The TLN Board has approved TLN paying for RFID tags. Individual libraries may choose to purchase equipment and technology to utilize with the RFID tags. This technology would offer staff and patrons more accurate and quicker checkouts and returns. TLN has pricing agreements with three RFID vendors: Bibliotheca, Envisionware and TechLogic. Andrea met with all three companies and is getting quotes. She will also evaluate long-term maintenance costs for each vendor. Andrea also discussed replacing our security gates and will get pricing and information to present to the Board at the August meeting.
- b. **Social Media Policy:**

Our previous social media policy was approved in 2015 and much has changed in the social media landscape. Andrea contacted our attorney and she sent a new policy that provides official guidelines of what is allowed and not allowed on pages run by the Library. The new policy reflects a recent case law involving social media and public officials. A motion was made by Dee Dee and supported by Jen to approve the new 2024 Social Media Policy and revoke the Social Media Policy of 2015. Motion passed.
- c. **August Meeting Date:** The August Board meeting is also the first day of school. Andrea asked the Board members if they will be able to attend or if the date should be changed. They decided to move the date up to August 19. A motion was made by Allison and supported by Dee Dee to change the August meeting date to August 19, 2024.

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, August 19, 2024 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:47 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant