

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, October 28, 2024 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:06 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. Absent: Leah Gettings.
2. **APPROVAL OF AGENDA:** Andrea amended the agenda to correct the year on Item 12. New Business b. 2024 Board Meeting Dates to 12. New Business b. 2025 Board Meeting Dates. A motion was made by Jen and supported by Dee Dee 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 September 23, 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 September 23, 2024 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report. Andrea discussed items in the report. The Friends paid for the donated bookshelf from Demco. There were no questions from the Board. A motion was made by Allison and supported by Dulcie to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The Revenue and Expenditure Report for period ending October 31, 2024 was included in the board packet. Budget Amendments from last month were included in the report. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** We are having a lot of issues with the janitorial company not thoroughly cleaning and replenishing paper products. Staff cannot keep up with doing spot cleanings. Andrea contacted the company who cleans our carpet to get a quote for quarterly deep cleanings. Andrea updated the Board on the progress of the Study Room project. The monthly borrow limit on Hoopla was lowered to 8 on September 1 and the September bill came in at the budgeted amount. Andrea, Sara and Angela attended the kickoff meeting for the new website and branding project. They will be meeting with them weekly and anticipate launching both the new branding and website in April or May. Andrea is working with Envisionware on the RFID conversion project. An initial training session for staff was held on October 23. We will not start using RFID for checkouts and returns until the collection is tagged.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** No update from City Council.

9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends Silent Auction ran September 30 through October 12 and raised \$368.50. The Fall Used Book Sale took place October 16 through the 19 and raised \$5,327.75.
10. COMMUNICATIONS: There were no comments or suggestions this month.
11. UNFINISHED BUSINESS: No unfinished business.
12. NEW BUSINESS:
 - a. **Study Room Policy:**

Library study rooms are in high demand therefore we need a policy in place outlining general rules to ensure all patrons have an opportunity to utilize the spaces. The board packet contained a spreadsheet of policies from other area libraries about how study rooms are managed. Andrea developed a proposed policy and met with management staff for their feedback. The board packet contained the proposed Study Room Policy and the Board discussed. A motion was made by Jen and supported by Dee Dee to approve the Study Room Policy as written. Motion passed.
 - b. **2025 Board Meeting Dates:**

The Board meets on the 4th Monday of each month January through November. Memorial Day falls on the 4th Monday in May so the Board meeting that month is on the 3rd Monday. A motion was made by Jen and supported by Allison to approve the 2025 Board Meeting dates as presented in the board packet. Motion passed.
 - c. **Revised 2025 Holiday Closings:**

As part of the City's new union contracts, paid employee holidays were changed and extended to all non-union staff as well. The City eliminated the employee's birthday as a paid holiday and added Martin Luther King Day and Juneteenth.

The Library will be closed on Friday, July 4, 2025. Andrea is recommending that we close on Saturday, July 5 as well. We have done this in the past when holidays fall in a similar manner. She expects many other libraries will do the same. A motion was made by Dee Dee and supported by Jen to approve the revised 2025 Holiday Closings and to include closing on Saturday, July 5, 2025. Motion passed.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: Allison commented on the Harry Potter article that was included in the board packet.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, November 25, 2024 at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Jen and supported by Allison to adjourn the meeting at 7:40 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant