

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, November 25, 2024 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:00 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: Andrea amended the agenda to add under **Item 12. New Business c. Security Camera Expansion**. 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 October 28, 2024, were included in the board packet. A motion was made by Dee Dee and supported by Jen to approve the minutes of the Regular Meeting of October 28, 2024, as written. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report. Andrea discussed items in the report. There were no questions from the Board. A motion was made by Leah and supported by Dee Dee to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The revenue line items for property taxes are still not showing on the budget report. Andrea will email the board once the revenue is posted. There were no questions from the Board.
7. DIRECTOR'S REPORT: We are working to improve the layout for our website and develop a new logo. All librarians and clerks have been trained on the RFID tagging process. Librarians are working in the collection stacks while clerks are tagging all items that come through our return and delivery bins. Andrea discussed the progress of our new study room construction that should be completed by the middle of December.
8. UPDATE FROM CITY COUNCIL MEETINGS: No updates to report.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends quarterly meeting was 2 weeks ago and the minutes were in the board packet. They approved funding for the winter programming and the staff holiday luncheon. They will be wrapping and putting out the holiday book bundles tomorrow.
10. COMMUNICATIONS: There were no comments or suggestions this month.
11. UNFINISHED BUSINESS: No unfinished business.

12. NEW BUSINESS:

a. Study Room Furniture:

Our current study carrels are original to the building and show significant wear and tear. They are consistently being used. The board packet included study pod renderings. The pods provide privacy panels, offer comfortable seating and provides a small workspace for a laptop or tablet. Andrea recommends purchasing two new study pods for the quiet study room. The packet also included the ISCG proposal that utilizes substantial savings. The board would also like Andrea to obtain quotes for new study tables at a future board meeting. A motion was made by Allison and supported by Jen to approve the purchase of two study pods from ISCG using the Omnia purchasing contract for a total of \$5,895.60. Motion passed.

b. FY 2023-2024 Annual Report:

Andrea distributed copies of the Annual Report to the group. She talked about items in the report that included a financial overview, meeting room usage, study room progress, the new playground, digital checkouts, and program attendance. There were no questions from the Board.

c. Security Camera Expansion:

Andrea met with our security camera vendor, Security 101, about adding additional cameras and updating the software. She provided detailed maps showing our current camera coverage and where she would like more coverage. We will also need to update the software running the existing cameras. The board suggested adding one more camera in the children's activity room. A proposal was included in the board packet. A motion to approve the purchase of additional security cameras and updated software from Security 101 was made by Dee Dee and supported by Leah not to exceed \$9,500. Motion passed.

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, January 27, 2025, at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jen and supported by Allison to adjourn the meeting at 7:30 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant