

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, March 26, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Christie to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Christie and supported by Jennifer to approve the minutes of the February 26, 2018, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update through last week, a budget report up to the end of February and balance sheets.
7. **DIRECTOR'S REPORT:** A 50% deposit has been sent to Security 101 for the security cameras. It will be 4-6 weeks to order materials and install the cameras. Andrea is currently drafting a security camera policy to send to our lawyer for review and plans to have the policy available for Board approval at the April meeting. The library will be holding a food donation drive for Hospitality House during the month of April. Andrea passed out CARL bookmarks and pens and asked the Board for their suggestions on other promotional materials. The migration to TLC CARL continues. The Executive Committee approved a new shared system billing formula to begin in October 2018. Our self-checkout machine was delivered and Bibliotheca will install the machine tomorrow.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends Book Sale will be Wednesday, May 9 through Saturday, May 12. The Silent Auction will run from Monday, April 23 through Saturday, May 5. Andrea said the Friends are in need of copy paper boxes.
10. **COMMUNICATIONS:** There were no communications or suggestions this month.
11. **UNFINISHED BUSINESS:**
  - a. **Capital Improvement Project Options** – Andrea gave the Board members an updated spreadsheet, information with pictures for the projects and a copy of the proposal from Library Design. Andrea discussed the options with the Board. The laminate in the group study room will include USB outlets on the top of the counter and the tablet arms will be replaced on the chairs outside the Director's office. The study chairs were not selected and tabled until the April meeting. Andrea will provide fabric samples and more chair options at

that meeting. A motion was made by Sandra and supported by Christie to waive the bid process and purchase the 3 lounge chairs with tablet arms, tables and replacement laminate in the group study room from Library Design. Motion passed.

12. NEW BUSINESS:

- a. **Establishment of a Public Hearing date to adopt the FY 2018-19 Library Budget** - The Library Board is required to hold a public hearing on the proposed FY 2018-19 Library budget and the Board must adopt the budget prior to the May 22<sup>nd</sup> City Council meeting. A motion was made by Jennifer and supported by Sandra to approve the establishment of a Public Hearing on May 21, 2018 at 6:30 p.m. to adopt the FY 2018-19 Library budget followed by the Regular Meeting at 7:00 p.m. Motion passed.
- b. **Budget Amendments** – The board packet contained budget amendments to even out the accounts and Andrea discussed them with the group. A motion was made by Jennifer and supported by Allison to approve the Budget Amendments as presented in the board packet. Motion passed.
- c. **FY 2018-19 Budget** – Andrea provided the Board with a rough draft of the FY 2018-19 Budget. She discussed the increase in Local Community Stabilization revenue as well as the decrease in Personal Property Tax revenue. Andrea discussed expanding the Library’s hours and recommended staying open until 6:00 p.m. on Fridays. She is waiting for firm budget numbers from the City that include wage and fringe benefit figures. Once those numbers are provided a Budget Committee meeting will be scheduled.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS’ COMMENTS: There was one comment from Board Member Sandra. She liked the idea of staying open until 6:00 p.m. on Fridays.

15. NEXT MEETING DATE: The next meeting is April 23, 2018, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Christie and supported by Jennifer to adjourn the meeting at 7:38 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant