

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, May 21, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Sandra Messing
2. **APPROVAL OF AGENDA:** Andrea amended the agenda to add under New Business, “c. Security Camera Policy”. A motion was made by Jennifer and supported by Allison to approve the agenda as amended. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
5. **BUDGET REVIEW:** The board packet contained a budget update through last week and a budget report through the end of March. Andrea discussed the accounts with the group. We are right where we should be in the fiscal year.
6. **DIRECTOR’S REPORT:** Andrea discussed the carpet cleaning on May 24 and the tile cleaning in the bathrooms on June 8. The Library experiences roof leaks during every rain and snow melt. The City’s budget includes the replacement of the roof for the Library and Community Center as well as the parking lot repaving. Andrea has ordered new promotional materials that will be passed out during events and in teacher bags. She also discussed the CARL migration occurring this weekend. MeLCat services will not be restored until September 1. Teen & Adult Librarian, Emily, has created 10 activity kits for kids through adults that will be available for checkout when the migration is complete and TLN can custom catalog them in the system. Emily and Andrea applied for and were awarded a \$1,000 grant from the Library of Michigan to create STEAM kits aimed at tweens and teens.
7. **UPDATE FROM CITY COUNCIL:** No update from City Council.
8. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** An update from the Friends was included in the board packet. Jane Kleban reported that the Silent Auction generated \$389 in sales and the book sale raised over \$4,500. Jane passed out the new membership brochure that Andrea redesigned. Andrea thanked the Friends for all their hard work setting up and having the sales. Their donations are very much appreciated in funding programming supplies and activities for the Library.
9. **COMMUNICATIONS:** There was one comment this month about items on the bulletin board being hard to read. Andrea, Karla and Carol worked on rearranging the patron copy machine and table placement to have better access to the bulletin board.

10. UNFINISHED BUSINESS:

- a. **Capital Improvement Plan Options** – Andrea passed out laminate samples for the table tops and counters and fabric samples for the new chairs for the Board’s opinion. The board packet contained Library Design’s young adult area layout plan. The projector and screen in the meeting room are not in the wide screen format and should be replaced. The budget this year will not support that replacement so Andrea has purchased adaptors and will consider replacing them in the next fiscal year.

11. NEW BUSINESS:

- a. **Audiovisual Policy Revision** – In CARL, all notices must be on a standardized schedule for the entire system and can no longer be based on individual library preference. The board packet contained the revised Audiovisual Policy limiting the adult feature DVD’s checkout to 10 items. It also set the overdue notice to be sent out at 7 days late and the lost bill sent at 21 days late. Notices will be sent via email or by phone if email is unavailable. A motion was made by Christie and supported by Allison to approve the Audiovisual Policy Revision as written in the board packet. Motion passed.
- b. **Fines and Fees Policy Revision** – This policy also needed to revised to match the new standardized schedule. An overdue notice will be sent at 7 days late and a lost bill will be sent at 21 days late. Notices will be sent via email or by phone if email is unavailable. A motion was made by Allison and supported by Mary to approve the Fines and Fees Policy Revision as written in the board packet. Motion passed.
- c. **Security Camera Policy** – Andrea received the Security Camera Policy from our lawyer after the board packet was sent out. She emailed the policy to the Board before the meeting and added it to the agenda for discussion at this board meeting. The security cameras should be installed in 2 to 3 weeks. A motion was made by Jennifer and supported by Mary to approve the Security Camera Policy as written. Motion passed.

12. CALL TO THE PUBLIC: Jane Kleban asked Andrea how the public will know that security cameras are in use in the library. Andrea said a sign will be posted on the door.

13. BOARD MEMBERS’ COMMENTS: Allison asked Andrea how the new checkout machine was received by the public. Andrea said the feedback from the public was good and patrons have been using it. Jennifer wanted to thank Hannah our Technology and Support Services Librarian for the help she received while printing on the library computers. There were no other comments.

14. NEXT MEETING DATE: The next meeting is June 25, 2018, Regular Meeting at 7:00 p.m.

15. ADJOURNMENT: A motion was made by Christie and supported by Allison to adjourn the meeting at 7:34 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant