

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, October 22, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Mary Proper, Allison Wert.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Sandra to approve the agenda as presented in the board packet. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Sandra to approve the minutes of the Regular Meeting of September 24, 2018. 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. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** The Library's auditors began reviewing the Library's financials in early October. Our part-time Children's Librarian resigned to take a full-time position at another library. Andrea is assessing the current position before posting the job. The Library's fax line was cut during the parking lot project. Andrea is working on getting this up and running. The User Survey is being distributed this week. The Trustee Bylaws are from 2007 and need to be reviewed by our lawyer to make sure they are in compliance with current laws. Andrea will have the updated Trustee Bylaws at the January board meeting.
8. **UPDATE FROM CITY COUNCIL:** Andrea said the City Council approved the roof replacement at their last meeting. A timeline on when the work will be started and completed should be available soon.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, the Friends President, informed the Board that the Silent Auction raised \$319 and the Book Sale brought in over \$4,400. Jane talked about the 22 volume Charles Dickens books that we received as a donation. Andrea and the Board thanked the Friends for their hard work.
10. **COMMUNICATIONS:** There were no communications this month.
11. **UNFINISHED BUSINESS:**
 - a. **FY 18-19 Capital Improvement Projects** – Andrea is working on obtaining quotes for a variety of capital improvement options for this fiscal year. She discussed the need to upgrade to Windows 10. TLN provided a replacement schedule for our computers. She also discussed other projects such as signage, reference desk options, window treatments,

and bathroom flooring. She will present the various options with specific pricing at the November meeting.

12. NEW BUSINESS:

- a. **Internet Policy Revisions** – The library would like to provide the best access to our resources as possible. Andrea reviewed policies at neighboring libraries and recommended revising the Public Internet Access Policy to allow patrons with fines to use our public computers. After discussion, the Board approved the updated Public Internet Access Policy, which no longer requires us to ask for ID when giving guest passes and allow patrons to use the computers even if they are blocked from fines. A motion was made by Jennifer and supported by Christie to approve the Internet Policy Revision as written. Motion passed.
- b. **Meeting Dates for 2019** – The board packet contained the Board of Trustees 2019 Meeting Dates for the Board to review and approve. A motion was made by Sandra and supported by Christie to approve the Meeting Dates for 2019. Motion passed.

13. CALL TO THE PUBLIC: No comments from the public.

14. BOARD MEMBERS' COMMENTS: There were no comments from the Board.

15. NEXT MEETING DATE: The next meeting is November 26, 2018, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Christie to adjourn the meeting at 7:30 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant