

## WIXOM PUBLIC LIBRARY

### BOARD OF TRUSTEES

#### Minutes of Regular Board Meeting Monday, January 26, 2015

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, DeeDee Grant, Jim Lowe, Jennifer Mulder, Sandra Messing, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone.
2. APPROVAL OF AGENDA: A motion was made by DeeDee and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. APPROVAL OF MINUTES: A motion was made by Sandra and supported by DeeDee to approve the minutes of the November 24, 2014 Regular Meeting as written. A motion was made by Al and supported by Sandra to approve the minutes of the November 24, 2014 Executive Session.
5. PRESENTATION: Library 2013-14 FY Audit by Nicollete Acho, Joe Heffernan and Nicole Walters, Plante & Moran. Nicollete Acho discussed items in our audit. The Library received a clean audit, which is the best report to receive. Joe Heffernan explained the end of audit letter with the group and discussed ways to manage the Library's fund balance. The Library has a very healthy fund balance in place but it might be appropriate for the Board to establish a minimum and maximum fund balance policy.
6. APPROVAL OF EXPENDITURES: A motion was made by DeeDee and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
7. BUDGET REVIEW: The Board reviewed the budget report as presented in the board packet. There were no questions or comments regarding the report.
8. DIRECTOR'S REPORT: Cindy discussed items that were in the board packet. She thanked the Wixom Mom's Club for the donation to be used to support Children's programming. She also talked about Pronunciator, the new language database that the Library recently added. The strategic plan was discussed. Cindy is looking for a mix of volunteers from the community that would include library and non-library users that would be willing to participate in the planning committee. Sandra Messing and Mary Proper agreed to be on the committee. She would like to have the committee of 12 to 18 members in place by the February meeting.
9. UPDATE FROM CITY COUNCIL: Nothing to report.
10. UPDATE FROM THE FRIENDS OF THE LIBRARY: The board packet contained a list of the History of Gifts to the Wixom Public Library that Jane Kleban provided. She asked the Board if they had any questions and clarified one item on that list. Cindy thanked the Friends for their support.

11. COMMUNICATIONS: There was one purchasing suggestion from a library patron that was included in the board packet this month.

12. UNFINISHED BUSINESS: There was no unfinished business.

13. NEW BUSINESS:

- a) **Election of Officers and formation of committees** – Officers were nominated and presented as follows: President – Mary was nominated by DeeDee and supported by Al. Vice President – DeeDee was nominated by Jennifer and supported by Sandra. Secretary – Jennifer was nominated by DeeDee and supported by Sandra. Treasurer – Al was nominated by DeeDee and supported by Jennifer. A motion was made by Jim and supported by Sandra for the committees to be formed as presented: Budget Committee: Al, DeeDee and Jennifer. Personnel Committee: Mary, Sandra and Jim. The Building Committee will be unstaffed for now with any concerns to be handled by the Budget Committee. Motions passed unanimously.
- b) **2016 Holiday closings for TLN shared system calendar** - A motion was made by Jim and supported by Sandra to approve the 2016 Holiday closing dates as presented in the board packet. Motion passed.
- c) **Budget Amendments** - A motion was made by Jennifer and supported by DeeDee to approve the Budget Amendments as documented in the board packet. Motion passed.

14. CALL TO THE PUBLIC: Jane Kleban asked Cindy what City events the Library will participate in this year. Cindy said it would likely be the same as last year, including the Fireworks, Founder's Day and Holiday Markt.

15. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Mary: No comment.

Jim: Ten.

Jennifer: No comment.

Sandra: No comment.

16. NEXT MEETING DATE: The next meeting is February 23, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Sandra and supported by Al to adjourn the meeting at 8:05 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, February 23, 2015

1. CALL TO ORDER: The meeting was called to order at 7:05 p.m. by DeeDee. Board members present: Al Boyko, DeeDee Grant, Jim Lowe, Jennifer Mulder, Sandra Messing, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Mary Proper
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No one present.
4. APPROVAL OF MINUTES: A motion was made by Jim and supported by Sandra to approve the minutes of the January 26, 2015, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: An invoice from the City was not available when Cindy prepared the board packet so Cindy provided the group with an updated Expenditure Report. A motion was made by Sandra and supported by Al to approve the updated expenditures as presented. Motion passed.
6. BUDGET REVIEW: The budget report was not available. Cindy provided the Board with an unofficial budget update that was in the board packet and discussed items on the report and tax revenues.
7. DIRECTOR'S REPORT: Cindy discussed items that were in the board packet. The replacement book drops have been ordered. The book drops were hit and knocked over by a semi-truck illegally turning around in our parking lot. A discussion was held whether or not the location of the replacement book drops should be moved taking patron convenience into consideration. The Board advised Cindy to ask Tony Nowicki for input.
8. UPDATE FROM CITY COUNCIL: Cindy will be attending the State of the City Address on Wednesday, March 5 at 7:00 p.m. and invited the Board members to attend.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No report this month and no one from the Friends was at the meeting.
10. COMMUNICATIONS: There was one magazine purchasing suggestion from a library patron that was included in the board packet.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
  - a) **Strategic Plan** – The board packet contained a list of people that volunteered to be on the Strategic Planning Committee. A motion was made by Jim and supported by Sandra to approve Cindy's recommendation to appoint the people on that list to the Strategic Planning Committee.

Motion passed. Cindy gave the group a proposed Strategic Plan timeline. She also discussed the goals she expects the committee will accomplish. She is planning a public forum or town hall type meeting early on in the process to gage what the community would like to see in our library. Cindy suggested that we use a facilitator at the public forum and the Board was in agreement.

- b) **2015/2016 Budget** – Cindy passed out a report showing proposed capital improvements for the next five years and a previous report of capital improvements from 2007-2012. She discussed the items from the 2007-2012 report that were completed and the items that were not done due to the down turn in the economy. She talked about the condition of the carpet, furniture, bathrooms, wiring and computers. The auditors reported that our fund balance was very healthy and had suggested that we use some of our funds in our fund balance for capital improvements. Cindy asked the Board for their recommendation on a policy of what percentage should be in our fund balance. The Board recommended that 25% to 30% of our budget should be the very minimum in our fund balance.

13. CALL TO THE PUBLIC: No one present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Jim: Nine.

Jennifer: No comment.

Sandra: No comment.

15. NEXT MEETING DATE: The next meeting is March 23, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: Since there was no further business DeeDee adjourned the meeting at 7:54 p.m.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

## WIXOM PUBLIC LIBRARY

### BOARD OF TRUSTEES

#### Minutes of Regular Board Meeting Monday, March 23, 2015

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: DeeDee Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Jim and supported by Al to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No one present.
4. **APPROVAL OF MINUTES:** A motion was made by Jim and supported by Sandra to approve the minutes of the February 23, 2015, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Sandra and supported by Al to approve the expenditures as presented. Motion passed.
6. **BUDGET REVIEW:** The Board reviewed the budget report as presented in the Board packet. Cindy also provided the Board with an unofficial budget update that was in the board packet and discussed items on the report.
7. **DIRECTOR'S REPORT:** Cindy discussed items that were in the board packet. We will have a booth at the International Women's Show on April 30 – May 3. She also thanked Jennifer, Sandra and Jim for running for a trustee position on the board in the November election.
8. **UPDATE FROM CITY COUNCIL:** Cindy discussed items in the City Council meeting minutes that talked about the Library.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No report this month and no one from the Friends was at the meeting.
10. **COMMUNICATIONS:** There were no suggestions or communications this month.
11. **UNFINISHED BUSINESS:**
  - a) **Draft 2015-2016 Budget** – Cindy discussed in detail our finances, the fund balance, technology, staffing and capital improvements that need to be made. Cindy will be obtaining bids and will have them ready for the Board to review at the next meeting. The Board decided to wait until the next Board meeting in April before making any decisions.
  - b) **Strategic Plan** – The board packet contained information about the committee. Cindy requested that the Board approve Carol Hipp as a representative from the staff to replace Jane Kahan since she will be retiring. She also said two additional Wixom residents expressed interest on being on the committee, Alison Wert and Elize Kowalski. A motion was made by

Sandra and supported by Jim to amend the committee to include Carol Hipp, Alison Wert and Elize Kowalski. Motion passed.

- c) **Book Returns** – Cindy talked about the placement of the replacement book returns. DPW suggested moving them next to the mailbox. The Board suggested that Cindy ask the City Manager for his recommendation.

12. NEW BUSINESS:

- a) **Establishment of a Public Hearing date to adopt the 2015-2016 Library Budget** – A motion was made by Sandra and supported by Al for a public hearing to be held on Monday, May 18, 2015 at 6:30 p.m. to adopt the 2015-2016 Library budget to be followed by the Regular Board Meeting at 7:00 p.m. Motion passed.
- b) **Budget Amendment** – A motion was made by Jennifer and supported by Al to approve the Budget Amendments as presented in the Board packet. Motion passed.

13. CALL TO THE PUBLIC: No one present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Jim: Thank you Jennifer.

Jennifer: No comment.

Sandra: No comment.

15. NEXT MEETING DATE: The next meeting is April 27, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by Sandra to adjourn the meeting at 8:15 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, April 27, 2015

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, DeeDee Grant, Jim Lowe, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Absent: Sandra Messing.
2. APPROVAL OF AGENDA: A motion was made by DeeDee and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. APPROVAL OF MINUTES: A motion was made by Jim and supported by Al to approve the minutes of the March 23, 2015, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by DeeDee to approve the expenditures as presented. Motion passed.
6. BUDGET REVIEW: The Board reviewed the budget report as presented in the Board packet. There were no questions or comments regarding the report.
7. DIRECTOR'S REPORT: Cindy discussed items that were in the Board packet. She talked about the summer programs, events and the strategic plan. To get feedback from the public about what they would like to see in the Library and how to improve services there will be a focus group session held on Monday, May 11<sup>th</sup> at 6:30 p.m. This meeting will be facilitated by an outside consulting firm and will be held in the Library's meeting room. The general public is invited and encouraged to give their input. Al commented on our Statistical Report that was included in the Board packet that showed an increase in our door count and circulation totals.
8. UPDATE FROM CITY COUNCIL: Nothing to report.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Jane Kleban, President of the Friends, reported on the Silent Auction and Used Book Sale. The Friends quarterly meeting will be tomorrow and the Children's Auction will be on June 16. Vance McCormack thanked Jim Lowe for his help on Saturday with dismantling the book sale.
10. COMMUNICATIONS: There was one compliment to Stephanie the Teen and Tween Librarian from a Library patron. No other communications.
11. UNFINISHED BUSINESS:
  - a) **Draft 2015-2016 Budget** – Cindy discussed the budget draft with the group. She recommended that we need to continue Friday closures during the summer of 2015 due to staffing levels, summer programming already in place and a tight budget. This budget also includes closures on



Saturdays near holidays. Historically, days that fall directly near holidays are slow. The closures include Saturday, September 5, 2015, Saturday, November 28, 2015, Saturday, December 26, 2015, Saturday, January 2, 2016 and Saturday, May 28, 2016. Cindy also discussed the capital improvements and the fund balance with the group. The wiring/networking the facility and updating the bathrooms are a priority. She also provided the Board with 3 options regarding replacing the carpeting. A discussion was held about keeping the fund balance above 30%. A motion was made by Jim and supported by Al to support Option 1: Replace the lobby and adult area carpeting in FY 2015-16 and replace the youth section in FY 2016-17. Motion passed unanimously. Cindy will acquire further bids. The formal Budget Hearing will be on May 18, 2015 at 6:30 p.m. to adopt the 2015-2016 Library Budget.

- b) **Book Returns** – DPW staff met the Sargent Yon from the Police Department to get input on moving the book returns. Sgt. Yon suggested adding cross-walk markings in the drive lane between the current sidewalk and the new access point. He also suggests that two large yellow arrows showing the flow of vehicles past the drop returns be added. The Board and Cindy discussed making the public aware of the move by including signage on the current book return and other various methods. Cindy requested that the Board formally approve the relocation of the book returns to the island in the parking lot next to the mailbox. A motion was made by Jim and supported by Al to move the book returns to the island in the parking lot next to the mailbox. Motion passed unanimously.

12. NEW BUSINESS:

- a) **Distribution of Director evaluation materials for May 18 meeting** – Library Director evaluation packets were distributed to each Board member. The sealed evaluations are due at the check-out desk on Thursday, May 7.
- b) **Budget Amendment** – The Board packet contained the Budget Amendments and Cindy discussed them. She also asked the Board to approve funding for postage to send out a summer reading promotional postcard to area residents this June. A motion was made by DeeDee and supported by Al to approve the Budget Amendments as presented in the Board packet. Motion passed unanimously.

13. CALL TO THE PUBLIC: Jane Kleban asked for clarification on the location of the book returns and made a suggestion to install the carpet during the summer during the long weekends.

14. BOARD MEMBERS' COMMENTS:

Al: Al commented on the report "The State of America's Libraries" that was included in the Board packet.

DeeDee: No comment.

Jim: No comment.

Jennifer: No comment.

Mary: No comment.

15. NEXT MEETING DATE: The next meeting is May 18, 2015, Special Meeting 6:30 p.m., Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by DeeDee and supported by Jennifer to adjourn the meeting at 8:00 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant



WIXOM PUBLIC LIBRARY  
Board of Trustees

Minutes of Special Board Meeting  
Monday, May 18, 2015

1. CALL TO ORDER: The meeting was called to order at 6:30 p.m. by Mary. Board members present: Al Boyko, Jim Lowe, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Absent: DeeDee Grant. Arrived Late: Sandra Messing.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Al to approve the agenda as presented. Motion passed.
3. PUBLIC HEARING: **Fiscal Year 2015-16. Proposed Library Budget** – No public present.
4. APPROVAL OF MINUTES: A motion was made by Jennifer and supported by Al to approve the minutes of the April 27, 2015 Regular Meeting as written. Motion passed.
5. UNFINISHED BUSINESS:
  - a. **Adoption of FY2015-16 Proposed Library Budget.** A motion was made by Jim and supported by Al to approve the adoption of FY2015-16 proposed Library budget as presented in the board packet. Motion passed.
6. NEW BUSINESS:
  - a. **Consideration of holding an Executive Session to discuss an item exempt from disclosure under the Open Meeting Act.** A motion was made by Jim and supported by Al for a roll call vote. Roll call vote: Jennifer (yes), Al (yes), Mary (yes), Jim (yes). Motion passed.

Return from Executive Session at 6:46 p.m.

7. CALL TO THE PUBLIC: No public present.

8. ADJOURNMENT: A motion was made by Al and supported by Jim to adjourn the Special Meeting at 6:47 p.m. Motion passed.

Respectfully submitted:  
Carol Barone, Administrative Assistant

## WIXOM PUBLIC LIBRARY

### BOARD OF TRUSTEES

#### Minutes of Regular Board Meeting Monday, May 18, 2015

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Arrived Late: DeeDee Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
5. **BUDGET REVIEW:** The formal budget report was unavailable. Cindy provided the board with an unofficial budget update that was in the board packet and discussed items on the report. There were no questions or comments from the group regarding the report.
6. **DIRECTOR'S REPORT:** Cindy discussed items that were in the board packet. She talked about the summer programs, the new location of the book returns and the progress of the strategic plan.
7. **UPDATE FROM CITY COUNCIL:** Nothing to report. Cindy will attend the next meeting.
8. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The board packet contained the Friends meeting minutes from April 2015.
9. **COMMUNICATIONS:** There was one electronic communication that Cindy shared with the board.
10. **UNFINISHED BUSINESS:**
  - a) **Strategic Plan Update** – The board packet contained minutes from the Strategic Planning Meeting and a summary report from the Focus Group Meeting. Cindy also distributed to the group the survey form that will be available to the public both electronically and in print through June 12. The next Strategic Planning Committee meeting will be on June 17. Cindy will compile the library service priorities from the meetings and surveys and present them at the next Board Meeting for final approval.
11. **NEW BUSINESS:**
  - a) **Updated Library Closures** – Cindy discussed the additional closures near the holidays and the Friday closures during the summer of 2015 that was included the board packet. A motion was made by Jim and supported by Jennifer to adopt the additional library closures. Motion passed.
12. **CALL TO THE PUBLIC:** No public present.

13. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Jim: No comment.

Jennifer: Congratulations to Stephanie for obtaining the Freshman Fifteen grant. That was very impressive.

Mary: No comment.

Sandra: No comment.

14. NEXT MEETING DATE: The next meeting is June 22, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by DeeDee and supported by Sandra to adjourn the meeting at 7:22 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, June 22, 2015

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Mary. Board members present: Al Boyko, DeeDee Grant, Jim Lowe, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Sandra Messing.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al 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 Jim and supported by Al to approve the minutes of the May 18, 2015, Special Meeting as written. A motion was made by DeeDee and supported by Al to approve the minutes of the May 18, 2015, Executive Meeting as written. A motion was made by Jim and supported by Al to approve the minutes of the May 18, 2015, Regular Meeting as written.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board reviewed the budget report as presented in the board packet. There were no questions or comments from the group regarding the report.
7. **DIRECTOR'S REPORT:** Cindy discussed items that were in the board packet. She talked about the summer programs, the Children's Assistant position, and the progress of the strategic plan.
8. **UPDATE FROM CITY COUNCIL:** Nothing to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present.
10. **COMMUNICATIONS:** There was one suggestion, a Facebook comment and a thank you card from a patron that Cindy shared with the board.
11. **UNFINISHED BUSINESS:**
  - a) **Strategic Plan Update** – Cindy distributed to the group the PowerPoint information showing the patron survey results, along with the ALA recommended 18 service responses. The Strategic Planning Committee discussed and decided on the top 5 service responses that are a priority to effectively meet the needs of the Wixom community. At the next Board Meeting, Cindy will provide goals and objectives for the board members to review.
12. **NEW BUSINESS:**
  - a) **City of Wixom Retiree Health Care Plan Actuarial Valuation** – The board packet contained the Actuarial Valuation Report that showed that we had budgeted a larger amount than was needed in the Retiree Health Care Plan. Cindy suggested that half of the overage should be placed into the fund balance and the rest should go into the library materials budget

with a small amount to purchase seating. The board felt that was a reasonable and good distribution. There will be a Budget Amendment at the next board meeting.

- b) **RFP for Carpet Replacement** – Cindy discussed the RFP process. A motion was made by DeeDee and supported by Al to approve the RFP as presented and accept proposals from Wednesday, June 24 to Wednesday, July 15 at 10 a.m. Motion passed unanimously.
- c) **Cabling/Networking Project Bid Award** – The Library has the original cabling and needs to be updated to accommodate fiber improvements. The board packet contained a bid summary and TLN's recommendation. A motion was made by Jennifer and supported by Al to accept the bid from Big Water Technologies to remove the existing Cat5 cable and install Cat6 cable for data. Motion passed unanimously.
- d) **FY 2014-2015 Budget Amendments** – The board packet contained the Budget Amendments and Cindy discussed them with the board members. A motion was made by Jennifer and supported by DeeDee to approve the Budget Amendments as written in the board packet. Motion passed.
- e) **FOIA Policy** – The board packet contained the FOIA Procedures and Guidelines prepared by the Library's attorney and Cindy discussed the need to have a FOIA Policy in place. A resolution was made by Jim and supported by Al to adopt and approve the Library Procedures and Guidelines in compliance with the FOIA. A roll call vote was held. Roll call vote: Al (yes), DeeDee (yes), Jim (yes), Jennifer (yes), Mary (yes). Resolution passed.
- f) **FT Teen & Adult Services Librarian Job Description** – Sara has been promoted to FT Children's Librarian and Stephanie to the FT Teen & Adult Librarian position. The Teen & Adult Librarian is a newly created position and the board packet contained this job description. A motion was made by Jennifer and supported by Jim to approve the FT Teen & Adult Librarian job description.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Jim: Happiness is fatal to the artist.

Jennifer: No comment.

Mary: I will not be at the next board meeting on July 27.

15. NEXT MEETING DATE: The next meeting is July 27, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by DeeDee and supported by Al to adjourn the meeting at 8:01 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, July 27, 2015

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Jennifer. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Jennifer Mulder, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: DeeDee Grant and Mary Proper.
2. APPROVAL OF AGENDA: A motion was made by Jim and supported by Al 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 Jim and supported by Sandra to approve the minutes of the June 22, 2015, Regular Meeting as written.
5. APPROVAL OF EXPENDITURES: A motion was made by Jim and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The Board reviewed the budget report as presented in the board packet. There were no questions or comments from the group regarding the report.
7. DIRECTOR'S REPORT: Cindy discussed items that were in the board packet. Cindy thanked the Friends of the Library for the generous donation to purchase a variety of interactive play items for the children's room.
8. UPDATE FROM CITY COUNCIL: No update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends was present.
10. COMMUNICATIONS: There were no suggestions or communications this month.
11. UNFINISHED BUSINESS:
  - a) **Review of RFP's for carpet replacement and award proposal** – The board packet contained the three RFP's that were submitted with the bid calculations. Cindy provided carpet samples and discussed the options with the group. Cindy hopes to present this project to the City Council at their August 11 meeting. A motion was made by Sandra and supported by Al to award the carpet replacement project to the lowest bidder, Library Design, at a cost of \$45,885.00, as proposed in Option 2 of the RFP, with an addendum that the color choice may change. Motion approved unanimously.
  - b) **FY 2015-2016 capital improvement plan** – Cindy discussed the projects listed on the capital improvement plan for FY 2015-16 that was included in the board packet.
  - c) **Strategic plan update and review of proposed service responses and goals** – The Strategic Planning Committee met in June and selected 5 service response areas to focus on. Cindy met with the Library staff to review and discuss the chosen service responses and she prepared

preliminary goals and initiatives based on these service responses. Cindy discussed with the Board the preliminary goals and initiatives that were included in the board packet.

12. NEW BUSINESS:

- a) **FY 2015-16 Budget Amendment Request** – The board packet contained the Budget Amendments and Cindy discussed them with the board members. A motion was made by Sandra and supported by Al to approve the Budget Amendments as printed in the board packet. In addition, the Board discussed part-time wage issues and their recommendation for base pay increases.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Jim: Jim talked about the meeting he attended of the National Congress of Black Women that was in Southfield.

Jennifer: No comment.

Sandra: No comment.

15. NEXT MEETING DATE: The next meeting is August 24, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by Sandra to adjourn the meeting at 8:06 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant



# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, August 24, 2015

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, DeeDee Grant, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: Cindy requested a change to the minutes under "UNFINISHED BUSINESS, a) **Review of RFP's for carpet replacement and award proposal**" to remove sentence 3 and to clarify sentence 4 to read "Cindy hopes to present this project to the City Council at their August 11 meeting". A motion was made by Sandra and supported by Al to approve the minutes of the July 27, 2015, Regular Meeting as amended. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Sandra and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The Board reviewed the budget report as presented in the board packet. There were no questions or comments from the group regarding the report.
7. DIRECTOR'S REPORT: Cindy discussed items that were in the board packet. Cindy thanked the sponsors for supporting the Summer Reading program. Our finale parties at Pump It Up were a huge success with just under 160 attendees at the two youth sessions. The last Strategic Planning Committee meeting will be tomorrow.
8. UPDATE FROM CITY COUNCIL: No update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends was present.
10. COMMUNICATIONS: There were two positive comments from patrons that were included in the board packet this month.
11. UNFINISHED BUSINESS:
  - a) **Carpeting replacement** – Cindy provided carpet samples and discussed the recommendation from Library Design with the group. A motion was made by Sandra and supported by DeeDee to approve the Purl accent color carpet for Phase I as recommended by Library Design. Motion approved unanimously.
12. NEW BUSINESS:
  - a) **Audit Fees** – Cindy recommended that we continue utilizing Plante Moran for our audit for the next five years as detailed in the board packet. A motion was made by Jim and supported

by Sandra to approve Plante Moran for a 5 year period for the fees proposed. Motion approved unanimously.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

DeeDee: No comment.

Jim: No comment.

Jennifer: No comment.

Sandra: No comment.

Mary: No comment.

15. NEXT MEETING DATE: The next meeting is September 28, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by Sandra to adjourn the meeting at 7:21 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, September 28, 2015

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Mary. Board members present: Al Boyko, DeeDee Grant, Jim Lowe, Jennifer Mulder, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused absent: Sandra Messing.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Al 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 DeeDee and supported by Al to approve the minutes of the August 24, 2015, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by DeeDee to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: There was no budget review.
7. DIRECTOR'S REPORT: Cindy thanked Panther Global Technologies for their generous donation to purchase toys for the Library's Early Learning Play Area. She showed the group the mobile makerspace. Included in the makerspace is a 3D printer that was purchased with funds provided by the Friends of the Library Disney Raffle, a silhouette machine, VHS to DVD converter and button maker. She also discussed items that were included in the board packet and upcoming programs. DeeDee suggested that it would be nice to have someone read to the children in the waiting area for the Elf Certification at the Holiday Market.
8. UPDATE FROM CITY COUNCIL: No update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Cindy talked about the Friends Silent Auction that is occurring now until Saturday, October 10 and the Fall Book Sale will be October 14-17, 2015.
10. COMMUNICATIONS: There were no communications or suggestions that were included in the board packet this month.
11. UNFINISHED BUSINESS:
  - a) **FY15-16 Capital Improvement Projects** – Cindy discussed the timeline and progress of the capital improvement projects with the group. The first phase of the carpet replacement will occur after October 19 and the partitions in the restrooms will be installed in October. The Friends will donate \$500 toward the purchase of 2 chairs and a table in the entryway and Cindy provided the board with a selection of chairs for their approval.
  - b) **Strategic Plan Update** – The board packet contained a first draft of the Strategic Plan 2016-2020. Cindy thanked the staff, trustees, volunteers and community members who participated in this process.

12. NEW BUSINESS: There was no new business.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

Jennifer: Wanted to again thank Panther Global Technologies for their donation.

DeeDee: No comment.

Al: Asked Cindy to clarify the household and family income under the demographic section of the Strategic Plan draft.

Jim: No comment.

Mary: No comment.

15. NEXT MEETING DATE: The next meeting is October 26, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by DeeDee to adjourn the meeting at 7:51 p.m. Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, October 26, 2015

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, DeeDee Grant, Jim Lowe, Sandra Messing, Jennifer Mulder, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Jim and supported by Sandra 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 Jim and supported by Al to approve the minutes of the September 28, 2015, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jim and supported by Jennifer to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** There was no budget review from the city. A budget update was in the board packet.
7. **DIRECTOR'S REPORT:** Cindy discussed items that were in the board packet. She talked about discarded library books and the tentative procedure on donating them to local schools. She talked about the 2014-2015 audit. She is confident that we will once again be placing funding back into the fund balance. We should be able to complete phase 2 of the carpeting project in FY16-17 or sooner. The Board suggested starting phase 2 sooner once the final figures come in.
8. **UPDATE FROM CITY COUNCIL:** No update.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends of the Library was present. The board packet contained a written report from the Friends.
10. **COMMUNICATIONS:** There were no communications or suggestions that were included in the board packet this month.
11. **UNFINISHED BUSINESS:**
  - a) **Approval of Strategic Plan** – A final report of the Strategic Plan 2016-2020 was in the board packet. The Board commented that it looks good and that Cindy and the committee did a good job. A motion was made by Jim and supported by Sandra to approve the Strategic Plan as written. Motion passed unanimously.
12. **NEW BUSINESS:**
  - a) **Makerspace Presentation** – Andrea Dickson, Technology Librarian, showed the group the Mobile Makerspace cart and contents. She demonstrated how the 3-D printer and VHS to DVD machine works. Cindy discussed the Mobile Makerspace Policy and Release of Liability

Agreement that was included in the board packet. There were a few questions raised therefore the Board thought it would be advisable to have our attorney review them before the Board approves.

- b) **Proposed Policies** – The board packet contained a revision to the current Public Relations Policy and a new Social Media Policy for the Board to review. A motion was made by Jim and supported by Sandra to approve the Public Relations Policy as written. Motion passed unanimously. Cindy also discussed the need for a Social Media Policy. A motion was made by Jennifer and supported by Al to approve the Social Media Policy as written. Motion passed unanimously.
- c) **Meeting dates for 2016** – Cindy provided the group with a schedule of 2016 Library Board Meeting Dates. A motion was made by Jim and supported by Al to approve the 2016 Meeting Dates as written. Motion passed unanimously.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

Jennifer: No comment.

DeeDee: The new carpet looks great.

Sandra: I like the new carpet.

Al: No comment.

Jim: Providence often casts upon us, in spite of ourselves, duties which it is impossible to avoid.

15. NEXT MEETING DATE: The next meeting is November 23, 2015, Regular Meeting 7:00 p.m.

ADJOURNMENT: Since there were no further business the meeting was adjourned at 7:50 p.m.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes of Regular Board Meeting Monday, November 23, 2015

1. CALL TO ORDER: The meeting was called to order at 7:14 p.m. by Mary. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Mary Proper, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: DeeDee Grant, Jennifer Mulder.
2. APPROVAL OF AGENDA: A motion was made by Jim and supported by Al 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 Al and supported by Sandra to approve the minutes of the October 26, 2015, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Sandra and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: Cindy distributed June's budget report at the meeting. There were no questions or comments.
7. DIRECTOR'S REPORT: Cindy discussed items that were in the board packet. She thanked the Friends for paying the printing costs of the postcard that will be sent to patrons in January. The 2014-2015 Audit is nearly complete. A representative from Plante Moran will be presenting it at January board meeting. Cindy also wanted to update the Board on two separate patron concerns that she addressed over the last month.
8. UPDATE FROM CITY COUNCIL: No update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends of the Library was present. The board packet contained an update from the Friends.
10. COMMUNICATIONS: There was one suggestion this month that was included in the board packet.
11. UNFINISHED BUSINESS:
  - a) **Proposed Policies** – Cindy consulted our attorney regarding the Makerspace Policy and campaign issues. It was determined that the policy must be consistent with all patron use. A motion was made by Al and supported by Sandra to approve the Makerspace Policy as written. Motion passed unanimously.  
The current Internet Access Policy included outdated language and a disorganized format. Cindy talked about the revision and a motion was made by Jim and supported by Al to approve the Internet Access Policy as revised. Motion passed unanimously.
  - b) **Update on Capital Improvement Projects** – Cindy discussed the progress of the capital improvement projects with the Board. She provided the recommended paint samples and showed the group pictures of lounge chairs for their feedback. Carpeting the children's area



was also discussed and she suggested that a building committee possibly be formed at the January board meeting.

12. NEW BUSINESS:

**a) Presentation of Annual Report** – The board packet contained a copy of the Annual Report.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Sandra: No comment.

Jim: "Once you've read a book you care about, some part of it is always with you."

Mary: No comment.

15. NEXT MEETING DATE: The next meeting is January 25, 2016, Regular Meeting 7:00 p.m.

ADJOURNMENT: A motion was made by Al and supported by Sandra to adjourn the meeting at 7:55 p.m.  
Motion passed.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant