

**WIXOM PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
Monday, January 25, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7 p.m. by Mary. Board members present: Al Boyko, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Director Cindy Mack, Children's Librarian Sara Fifield. Excused Absent: Jim Lowe.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by DeeDee 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 November 23, 2015, Regular Meeting as written. Motion passed.
5. **PRESENTATION:** Library 2014-15 FY Audit by Nicollette Acho and Nicole Walters, Plante & Moran. The Library received an unmodified opinion, which is the highest to receive. There was only one concern the auditors wanted to address; communication with the City regarding non-cash transactions (donations) should be improved. A discussion was held with regards to GASB 68 and OPEB costs, in addition to the Library's fund balance. MERS pension costs will be going up as much as 50% July 2017. The fund balance stands at 40%, but the Library is spending it down in FY15-16 and the Board hopes to keep it at 30%, which the auditors feel is healthy.
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:** There was no budget review from the city. A budget update was in the board packet.
8. **DIRECTOR'S REPORT:** Cindy discussed items that were in the board packet. E-rate funding came in almost double what was budgeted. Cindy will begin preparing the FY16-17 budget within the next few weeks. She is hopeful that the economy in Wixom is continuing to improve. Cindy provided the Board with an updated list of the goals accomplished this fiscal year.
9. **UPDATE FROM CITY COUNCIL:** None. Cindy will prepare communication to the City Council in February to let them know the Library will be going up with their millage renewal request in August 2016.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban was in attendance. The board packet contained the Friends January Quarterly Minutes and a list of the History of Gifts to the Wixom Public Library. There were no questions from the Board.
11. **COMMUNICATIONS:** There were no suggestions or communications this month.
12. **UNFINISHED BUSINESS:** There was no previously unfinished business.
13. **NEW BUSINESS:**
  - a. **Election of Officers and formation of committees** - Officers were nominated and presented as follows: President – DeeDee was nominated by Mary and supported by Sandra. Vice President – Sandra was nominated by DeeDee and supported by Al. Secretary – Jennifer was nominated by Mary and supported by DeeDee. Treasurer – Mary was nominated by DeeDee and supported by Al. A motion was made by Sandra

APPROVED: 2/22/2016

and supported by AI for the committees to be formed as presented: Budget Committee: Mary, AI and Jennifer  
Personnel Committee: DeeDee, Sandra and Jim. Motion passed. No Building Committee was formed.

- b. **2016 & 2017 Holiday closings for TLN shared system calendar** - A motion was made by DeeDee and supported by Jennifer to approve the updated 2016 holiday closing dates and the 2017 holiday closing dates as presented in the Board packet with two modifications. The Library will remain open on Monday, December 26, 2016 and Monday, January 2, 2017, but will provide FT staff with a floating holiday for those dates. Motion passed.
  - c. **Capital Improvement Projects** – Cindy is getting additional fabric samples for the 4 new lounge chairs. The painting project should begin sometime in February. Cindy is recommending using a portion of the fund balance to carpet the Children's area of the Library and to replace 6 public computers. The Board was presented with various carpet samples, and a discussion ensued with regards to the layout and current design features of the area, the current color scheme and possible color choices, etc. The Board chose the Purl carpet sample with accent blocks for the majority of Children's area, but they would like to put Shadow Gray in the Story Time Room with no accent blocks. A motion was made by Sandra and supported by DeeDee to award Library Design Associates the Youth Room Carpeting Project at a cost not to exceed \$35,185. Motion passed.
  - d. **Potential New Service – Wireless Hotspots** – The Friends of the Library will be providing funding for the Library to get a mobile hotspot for one year. The hotspot will be used at various outreach events, etc. The Board is interested in possibly lending out hotspots, but they would like to know if other libraries are requiring a deposit fee for the devices and whether that fee would be via a credit card or cash. In addition, if it is through a credit card, how will this affect PCI compliance? Cindy will investigate this further and provide the Board additional information at next month's meeting.
  - e. **Budget Amendments** – A motion was made by Jennifer and supported by AI to approve the Budget Amendments as documented in the Board packet. Motion passed.
  - f. **Policy Revisions and Review of Board Bylaws (QSAC)** - A motion was made by Sandra and supported by AI to approve the Collection Development and Library Card Policy Revisions as documented in the Board packet. Motion passed. The Board isn't recommending any changes to the bylaws at this time.
14. **CALL TO THE PUBLIC:** Jane Kleban asked for clarification with regards to the company the Library will be using for the mobile hotspots; in addition she asked when the Strategic Plan was approved by the Board, when the previous City minutes would be available to the general public and clarification on an item the auditors discussed.
15. **BOARD MEMBERS' COMMENTS:**  
AI: No comment.  
DeeDee: No comment.  
Sandra: Appreciates the ACT/SAT test prep courses the Library is offering to teens. Her son attended the ACT test prep and will be attending the SAT test prep in March. She loves the mobile hotspot idea.  
Jennifer: No comment.  
Mary: No comment.
16. **NEXT MEETING DATE:** The next meeting is February 22, 2016, Regular Meeting 7:00 p.m.
17. **ADJOURNMENT:** A motion was made by DeeDee and supported by Sandra to adjourn the meeting at 8:24 p.m. Motion passed.

Respectfully submitted,  
Sara Fifield, Children's Librarian  
Acting on Behalf of Carol Barone, Administrative Assistant

**WIXOM PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
Monday, February 22, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 6:59 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Sandra Messing, Jennifer Mulder. Excused Absent: Mary Proper and Director Cindy Mack. Andrea Dickson, Librarian, filled in for Cindy Mack.
2. **APPROVAL OF AGENDA:** A motion was made by Al and supported by Jennifer to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** Wayne Glessner and Rich Ziegler were in attendance. Introductions were made but no comments were made at this time.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Al to approve the minutes of the January 25, 2016, Regular Meeting as written. Motion passed.
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:** A budget update was in the Board packet. The City had sent a Budget Review of July, 2015 after the Board packet was distributed. That was passed out to the group at the meeting. There were no questions or comments from the Board.
7. **DIRECTOR'S REPORT:** Andrea Dickson discussed items that were in the Board packet. Six new computer replacements will be arriving on Tuesday. The Library is having issues with our patron log-in software. The computers have been updated and we are working diligently with TLN to fix this issue. Andrea talked about the Mini Golf Fundraiser that will be on March 19. She asked the Board if they knew of a business, organization or family that might be interested in sponsoring a hole with a donation of \$100 to please contact Cindy.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends of the Library was in attendance and there was no update.
10. **COMMUNICATIONS:** There was one suggestion and one comment with Cindy's responses that were included in the Board packet this month.
11. **UNFINISHED BUSINESS:**
  - a. **Mobile Wi-Fi Hotspots** – The Board discussed the Mobile Wi-Fi Hotspot policy that was included in the Board packet. The Friends had purchased one mobile Wi-Fi Hotspot and the Board had requested that Cindy investigate the costs of the Library purchasing a second Hotspot as well as the checkout policies of other libraries for such an item. Because the replacement fee was much lower than expected and Cindy's research determined that other libraries are not charging a deposit, the Board decided to remove the \$25.00 deposit from the proposed policy. The Board decided that Hotspots will be checked out without a deposit for a 3 month trial period and then re-evaluated to see if a deposit is necessary. A motion was made by Sandra and supported by Al to approve the

amended Mobile Wi-Fi Hotspot policy and to purchase a second Wi-Fi Hotspot. Motion passed.

12. NEW BUSINESS:

- a. **Technology Plan** – The Board had reviewed the Technology Plan that was included in the Board packet. Andrea explained that this is a guideline for planning and budgeting for future technology needs and is an update from a plan written in 2012. There was a question raised about how many computers are replaced at a time. Andrea explained that computer replacements occur staggered with about 4-6 at a time, with the oldest, most outdated or troublesome computers being replaced in a given year. A motion was made by Al and supported by Sandra to approve the Technology Plan as presented in the Board packet. Motion passed.
- b. **2016/2017 Budget** – Andrea read a statement from Cindy regarding the 2016/2017 Budget. The City doesn't have the budget estimates from the County yet. Cindy will be scheduling a budget committee meeting in March after the tax appeals and the figures come in from the City.

13. **CALL TO THE PUBLIC:** Wayne Glessner asked the Board about our 3-5 year financial plan knowing that the Library will be going up for a millage renewal. Al Boyko and DeeDee Grant discussed our last audit results and that we have a very healthy fund balance and are doing very well for a library of this size. During the economic downturn we had to cut our budgets and even with that we were able to save money in our fund balance to prepare for the possibility of an extended recession. Cindy has a Capital Improvement plan in place for the next 5 years for needed improvements in technology and necessary building needs. Many items people may notice have recently been accomplished such as the painting, phase one carpet and bathroom project. Sandra Messing talked about the Strategic Planning Committee purpose and its mission is to provide a 5 year vision for the Library. She discussed what the community wants the Library to focus on. Wayne Glessner also asked about the Library's wages and DeeDee Grant responded by saying the last two employees that retired were on the old wage plan. All the current employees are on the new retirement plan. DeeDee also stated that the Library employees are leased from the City and the Board can offer suggestions on wages, but the final determination is made by the City and the Wage Committee. Numbers aren't available from the City, but we know Cindy has been working on the budget and millage renewal and she would be able to answer specific questions. It was suggested that Wayne contact Cindy directly.

14. BOARD MEMBERS' COMMENTS:

Al: Glad to meet both of you.  
DeeDee: Thank you for attending this meeting.  
Sandra: No comment  
Jennifer: No comment.  
Jim: No comment.

15. **NEXT MEETING DATE:** The next meeting is March 28, 2016, Regular Meeting at 7:00 p.m.

16. **ADJOURNMENT:** Since there was no further business the meeting adjourned at 7:26 p.m.

Respectfully submitted,  
Carol Barone, Administrative Assistant



**WIXOM PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
Monday, March 28, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (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 Jennifer and supported by Mary to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments.
4. **APPROVAL OF MINUTES:** A motion was made by Mary and supported by Al to approve the minutes of the February 22, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Jennifer to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget report from the City for August and September. Cindy also included a budget update showing that our balances are right where they should be for this time in our fiscal year. There were no questions or comments from the Board.
7. **DIRECTOR'S REPORT:** Cindy wanted to thank the Lions Club for their donation to the Library. The funds will be used for additional eBooks. She also discussed the upcoming programs and summer reading programs with the group. The patron printer quit working and we had to replace it. We will have a booth at the Farmer's Market that will have a pop-up library set up for patrons to check out books and access downloadable resources. The Library will be making our mobile hotspots available to the public beginning on April 1<sup>st</sup>.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, wanted to congratulate the Library on the successful Mini-Golf event. The Spring Silent Auction will take place on April 18-30. The Spring Used Book Sale will occur May 4 - 7. The Children's Sidewalk Sale will be on June 21.
10. **COMMUNICATIONS:** There was one comment included in the board packet this month.
11. **UNFINISHED BUSINESS:**
  - a. **FY2016-17 Budget** – The Budget Committee met on March 21 to review the proposed budget and they recommended no major changes. The board packet contained a budget worksheet and detailed description of each library account for the board to review. Cindy discussed the proposed budget in detail with the group. The proposed FY2016-17 budget is a balanced budget that does not include using any additional funding from our fund balance. We will continue to maintain a healthy fund balance.
12. **NEW BUSINESS:**
  - a. **Establishment of a Public Hearing date to adopt the 2016-17 Library budget** – The Library Board is required to hold a public hearing on the proposed 2016-2017 Library

budget and the Board must adopt the budget prior to the May 24<sup>th</sup> City Council meeting. A motion was made by Mary and supported by AI for a public hearing to be held on Monday, May 23, 2016 at 6:30 p.m. to adopt the 2016-2017 Library budget to be followed by the Regular Meeting at 7:00 p.m. Motion passed.

- b. **Adoption of 2016 Millage Renewal Ballot Language** – The board packet contained the Resolution to Approve Library Ballot Language Proposal along with the actual wording of the proposal that will be on the August 2 ballot. A motion was made by Mary and supported by AI to approve the 2016 millage renewal ballot language as presented in the board packet. Motion passed.
  - c. **Budget Amendments** –The board packet contained the Budget Amendments, a detailed Technology Inventory and an updated Capital Improvement Plan. Cindy discussed the 7 remaining public area computers that need to be replaced. A motion was made by Mary and supported by AI to approve the Budget Amendments as presented in the board packet. Motion passed.
  - d. **Revised Job Descriptions (QSAC)** – The Library Assistant, Youth Services and the Children's Librarian job descriptions were updated and included in the board packet. Cindy discussed those changes with the group. A motion was made by Jennifer and supported by Jim to approve the revised job descriptions. Motion passed.
13. **CALL TO THE PUBLIC:** Jane Kleban asked Cindy to clarify what the Public Hearing in May was about. Cindy explained that every year a public hearing is held to give residents the opportunity to comment on the proposed budget and for the Board to formally approve it. Jane also had questions regarding the millage renewal. Cindy clarified that our millage is a renewal of our expiring millage that will be on the August ballot. It is not a part of the City's millage renewal request that will be in November. Cindy read the ballot language to the group. As stated in the ballot language, there is a very small portion of this millage, as it is with other millages, that is required to be distributed to the City of Wixom Downtown Development Authority and the Oakland County Brownfield Redevelopment Authority.
14. **BOARD MEMBERS' COMMENTS:**
- AI: No comment  
DeeDee: I'm sorry that I missed the mini-golf event. Thank you to the Friends and the other sponsors for their support.  
Jennifer: I attended the Great Foodini program along with my son and it was great multi-generational event. I would like to give Karla a special thank you.  
Jim: No comment.  
Mary: No comment.
15. **NEXT MEETING DATE:** The next meeting is April 25, 2016, Regular Meeting at 7:00 p.m.
16. **ADJOURNMENT:** Since there was no further business the meeting adjourned at 7:45 p.m.

Respectfully submitted,  
Carol Barone, Administrative Assistant

**WIXOM PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
Monday, April 25, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (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 Jennifer and supported by Sandra to approve the agenda as presented.
3. **CALL TO THE PUBLIC:** No one present.
4. **APPROVAL OF MINUTES:** A motion was made by Al and supported by Jennifer to approve the minutes of the March 28, 2016, Regular Meeting as written.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Sandra and supported by Al to approve the expenditures as presented in the board packet.
6. **BUDGET REVIEW:** The board packet contained the budget report and Cindy talked about the accounts to the group. There were no questions or comments from the Board.
7. **DIRECTOR'S REPORT:** Cindy discussed items in the board packet that included programming, penal fines and our four new lounge chairs. We will be participating in the Wixom Founder's Day Festival on May 22. The Friends of the Library Spring Used Book Sale will occur Wednesday, May 4 through Saturday, May 7 and the Children's Sidewalk Sale will be in conjunction with our first summer reading event on Tuesday, June 21.
8. **UPDATE FROM CITY COUNCIL:** Cindy attended the City Council meeting two weeks ago. She reported that the City Council approved the millage ballot language.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no one from the Friends in attendance and no written report to share with the group.
10. **COMMUNICATIONS:** There were two comments in the suggestion box complimenting staff members, Karla Gibson and Amanda Seppala. Also included in the board packet was a comment about a problem with a computer that a patron was working on. Cindy discussed the issue and TLN had been working on the solution.
11. **UNFINISHED BUSINESS:**
  - a. **Draft 2016-17 Budget** – Cindy discussed the minor changes to the proposed 2016-2017 budget that was included in the board packet.
  - b. **Millage Renewal Update** – The County has received the ballot language. The board packet contained a guideline to help staff and board members answer any questions the public would have regarding the upcoming millage. Cindy talked about establishing a citizens committee and that it needed a second co-chair. If the millage doesn't pass in August, a special board meeting will be held.

APPROVED: 5/23/2016

12. NEW BUSINESS:

- a. **Distribution of Director evaluation materials for May 23 meeting** – Cindy passed out to the group the Director evaluation materials with instructions to return the completed evaluations in a sealed envelope to Carol Barone before Thursday, May 12.

13. CALL TO THE PUBLIC: No one present.

14. BOARD MEMBERS' COMMENTS:

Al: No comment  
DeeDee: No comment  
Jennifer: No comment  
Sandra: No comment  
Jim: No comment

15. NEXT MEETING DATE: The next meeting is May 23, 2016, Special Meeting at 6:30 p.m. with the Regular Meeting following at 7:00 p.m.

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

Respectfully submitted,  
Carol Barone, Administrative Assistant

**WIXOM PUBLIC LIBRARY**  
**Board of Trustees**

**Minutes of Special Board Meeting**  
**Monday, May 23, 2016**

1. CALL TO ORDER: The meeting was called to order at 6:30 p.m. by DeeDee. Board members present: Al Boyko, Delores (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.
3. PUBLIC HEARING: Fiscal Year 2016-17. Proposed Library Budget. A public hearing was opened at 6:31 p.m. for consideration of the Proposed Library Budget for Fiscal Year 2016-17. No public was present; therefore the public hearing portion of the meeting was then closed.
4. APPROVAL OF MINUTES: A motion was made by Sandra and supported by Mary to approve the minutes of the April 25, 2016 regular meeting as written.
5. UNFINISHED BUSINESS:
  - a. Adoption of FY2016-17 Proposed Library Budget. A motion was made by Jennifer and supported by Mary to approve the FY2016-17 Proposed Library Budget as written. Motion passed.
6. NEW BUSINESS:
  - a. Consideration of holding a Closed Session to discuss an item exempt from disclosure under the Open Meeting Act. A motion was made by Jennifer for the Board to meet in Closed Session under Section 8(a) of the Open Meetings Act for the annual personnel evaluation of the Library Director. The motion was seconded by Sandra and a roll call vote was held: Jennifer (yes), Sandra (yes), Al (yes), Mary (yes), Jim (yes), DeeDee (yes). Motion passed.

Return from Executive Session at 6:55 p.m.

7. CALL TO THE PUBLIC: No public present.
8. ADJOURNMENT: It was moved by Jennifer and supported by Sandra to adjourn the Special Meeting at 6:56 PM.

RESPECTFULLY SUBMITTED,  
Carol Barone, Administrative Assistant

## **WIXOM PUBLIC LIBRARY**

### **Board of Trustees**

#### **Minutes of Regular Board Meeting** **Monday, May 23, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by DeeDee. Board members present: Al Boyko, Delores (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 Mary and supported by Sandra to approve the agenda as presented.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Mary to approve the expenditures as presented in the board packet.
5. **BUDGET REVIEW:** The board packet contained the budget report and a budget update through May showing we are right where we should be in the fiscal year. Cindy discussed the accounts with the group.
6. **DIRECTOR'S REPORT:** Cindy discussed items in the board packet that included the Summer Reading Programming starting on June 1. Cindy wanted to thank the Friends for paying for the postcards that will be mailed out next week. Cindy discussed the Library's participation in the Founders Day. She also talked about the Wixom Summer Family Fun Days with the group. We will be setting up a tent and have a craft, activity or giveaway with the theme of that day that will complement the Parks and Rec programs. We will also have an assortment of books that can be checked out at our mobile check out station as well as giving residents have the opportunity to sign up for a library card. Cindy asked the Board to decide if the staff can wear jeans on Fridays during the summer. The Board approved as long as the jeans are not ripped, have holes and look worn out and are to be worn with the summer reading or Wixom Library t-shirt.
7. **UPDATE FROM CITY COUNCIL:** Nothing new to report. Cindy will be attending the City Council meeting on Tuesday.
8. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained a Book Sale Summary and the minutes from the Friends Second Quarter Meeting. Jane Kleban, President of the Friends, reported that almost \$4,000 was raised at the last book sale and \$303 from the silent auction. Sandra thanked the Friends for all their hard work at making the book sale a success. Cindy thanked the Friends for their donations to the Summer Reading Programs.
9. **COMMUNICATIONS:** There were two comments in the suggestion box that were included in the board packet.



10. UNFINISHED BUSINESS:

- a. **Millage Renewal** – The Millage Renewal Committee will be meeting tomorrow. Yard signs will be distributed to the Board members. Postcards will likely be mailed to absentee voters next week.

11. NEW BUSINESS:

- a. **Patron Request Re: Parking Space** – A patron suggested that the extra parking space by the door that isn't a handicapped space should be a 15 minute limit parking space. The Board discussed the idea of reaching out to the Parks and Rec department and together approaching the City with such a request or the idea of making the spot an additional handicapped spot. The difficulty of enforcing a 15 minute parking limit was expressed and the Board decided not to pursue the request at this time.
- b. **Director Resignation** - Cindy has accepted a Director position with the Brighton Library and turned in her resignation. She will be staying at Wixom until the millage renewal vote on August 2. Cindy recommended that Andrea Dickson fill in as Interim Director and the Board approved. Andrea will start training with Cindy and will be Interim Director in mid-July. Cindy suggested and the Board approved to wait until after the August 2 election to begin the process of replacing her. Cindy gave the group a packet of information for selecting a director including the Director job description, questions for interviews and consulting firms. The Personnel Committee will meet in July.

12. CALL TO THE PUBLIC: Jane Kleban told Cindy that the Friends loved working with her and are sorry to see her go. She also thought that the patron that suggested the 15 minute parking space didn't know about the book drop in the parking lot. Cindy said that there might be other reasons the patron suggested the 15 minute limit such as picking up a book on the hold shelf.

13. BOARD MEMBERS' COMMENTS:

Al: No comment

Mary: No comment

Jennifer: No comment

Sandra: No comment

Jim: No comment

DeeDee: Wanted to thank Cindy for staying at the Wixom Library through the millage vote on August 2. It shows her commitment to this important event. She did a great job here and we will miss working with her.

14. NEXT MEETING DATE: The next meeting is June 27, 2016, Regular Meeting at 7:00 p.m.

15. ADJOURNMENT: A motion was made by Jennifer and supported by Sandra to adjourn the meeting at 7:34 p.m.

Respectfully submitted,  
Carol Barone, Administrative Assistant

## **WIXOM PUBLIC LIBRARY**

### **Board of Trustees**

#### **Minutes of Regular Board Meeting** **Monday, June 27, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Director Cindy Mack and Administrative Assistant Carol Barone. Excused Absent: Jim Lowe, Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** Requested by Cindy to add "d. Staffing Updates" under New Business to the agenda. A motion was made by Jennifer and supported by Al to approve the agenda as amended.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Al to approve the minutes of the May 23, 2016, Closed Session as written. A motion was made by Sandra and supported by Al to approve the minutes of the May 23, 2016, Regular Meeting as written. A motion was made by Sandra and supported by Jennifer to approve the minutes of the May 23, 2016, Special Meeting as written.
5. **APPROVAL OF EXPENDITURES:** Cindy noted that all public computers have now been replaced. A motion was made by Jennifer and supported by Sandra to approve the expenditures as presented in the board packet.
6. **BUDGET REVIEW:** The board packet contained the March, April and May budget report and an estimated budget update through end of May. Cindy discussed the budget with the board.
7. **DIRECTOR'S REPORT:** Cindy talked about the successful wireless hotspots service. She discovered that we could obtain a significant discount through the Mobile Beacon donation program at TechSoup that provides 4G LTE mobile broadband hotspots to eligible nonprofits, charities, schools, and libraries throughout the United States. There is an initial \$60 administration fee and the cost per hotspot is only \$10 per month. Cindy recommended that we switch to the Mobile Beacon donation program at TechSoup and the board agreed. Beginning the next fiscal year we will purchase 5 hotspots at a total cost of \$600 per year utilizing Sprint and cancel the service agreement for the two hotspots we currently use through Sprint. The board discussed revising our hotspot policy since we will increase the number of hotspots and can provide a longer checkout for them. At the next board meeting Cindy will provide the board with a revised hotspot policy. Summer Reading Programs have begun. Patrons are utilizing Beanstack the online summer reading component. DeeDee commented that working parents would like more evening programs and Cindy said that it is too late to add more evening programs this summer but we would look into that for next year.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report. Cindy, Al and Jane Kleban attended the last City Council meeting and there was nothing to report.

9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained an update of the Children's Sidewalk Book Sale summary. Over \$300 was raised to purchase supplies for the Summer Reading Program.
10. **COMMUNICATIONS:** There were no communications this month.
11. **UNFINISHED BUSINESS:**
  - a. **Millage Renewal** – Jane Kleban, chair of the citizens Millage Campaign Committee, was present and provided the group with an update. Al suggested that our signs say “no new taxes” and that this was a “millage renewal and not an increase”. The yard signs will have “renewal” in bold print and the postcards will have information showing that this is a renewal of our current millage and not a tax increase.
  - b. **PT Library Pay Request Update** – Pat Beagle has been appointed to the Wage and Salary committee. Cindy hopes to have an update from the City at July's meeting.
12. **NEW BUSINESS:**
  - a. **FY 2015-2016 Budget Amendments** – Cindy discussed the budget amendments to even out the accounts that were included in the board packet. A motion was made by Jennifer and supported by Sandra to approve the Budget Amendments as documented in the board packet. Motion passed.
  - b. **Request August 3, 2016 Special Meeting** – Cindy discussed the need for a special meeting to be held if the millage renewal doesn't pass on August 2. This meeting will be cancelled if the millage passes. A motion was made by Sandra and supported by Al to approve the request for a Special Meeting on August 3, 2016 at 6:30 p.m. to consider options if the millage doesn't pass.
  - c. **FY 2016-2017 Capital Improvement Projects** – One of the requests of the Strategic Planning Committee was to provide more seating at the Library. Cindy provided fabric swatches and has requested additional samples. The board decided to wait until the next board meeting to pick out fabric for the chairs in the Children's area. The next phase of carpet replacement can be started. A motion was made by Al and supported by Sandra to approve waiving the competitive bid process and award Library Design's proposal not to exceed \$6,208 for carpet replacement in the meeting room, Director's office and quiet study area.
  - d. **Staffing Updates** – Cindy discussed staffing solutions for the Library when she leaves on August 2. The Part-time Children's Assistant position is available. Cindy proposed making the position a Part-time Library Assistant and provided a revised job description showing more emphasis on technology, marketing and assisting in other areas in the Library. She also provided the group with the revised Part-time Administrative Assistant job description. The job responsibilities for this position have changed considerably since it was created in 2011. After reviewing the job responsibilities the board recommended changing the title of this position to a Part-time Executive Assistant position. A motion was made by Sandra and supported by Jennifer to approve the revised job descriptions and salary ranges for the Part-time Library Assistant and the Part-time Executive Assistant effective July 1. Motion passed. When Cindy leaves, Andrea Dickson will be Interim Director therefore leaving a shortage at the Library. Cindy suggested hiring a temporary Adult Services Librarian. A motion was made by Jennifer and supported by Al to hire a temporary Adult Services Librarian. Motion passed.

APPROVED: 7/25/2016

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

14. BOARD MEMBERS' COMMENTS:

Al: No comment.

Jennifer: No comment.

Sandra: No comment.

DeeDee: No comment.

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

16. ADJOURNMENT: A motion was made by Jennifer and supported by Al to adjourn the meeting at 8:07 p.m.

Respectfully submitted,  
Carol Barone, Administrative Assistant

**WIXOM PUBLIC LIBRARY**  
**Board of Trustees**  
**Minutes of Regular Board Meeting**  
**Monday, July 25, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Director Cindy Mack, Librarian Andrea Dickson and Executive Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Al to approve the agenda as presented.
3. **CALL TO THE PUBLIC:** No public was present.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Mary to approve the minutes of the June 27, 2016, 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.
6. **BUDGET REVIEW:** The budget report was not available from the city. The board packet contained a budget update through the end of June. Cindy discussed the accounts with the group. She said the penal fines always come in August and will be placed back into the account retroactively. There were no questions or comments from the Board.
7. **DIRECTOR'S REPORT:** Cindy discussed items in the board packet that included the summer reading program and the upcoming fall programming. The Library has been at the City's Family Fun nights and is passing out free books at the tent. The Temporary Librarian position has been filled by Hannah Lesniak. We have decided to not fill the Library Assistant position at this time. Cindy talked about holding a closed session to discuss and approve the Interim Director position. Since it would be difficult to have the required members present to have a quorum at a meeting next week the Board decided to meet in Closed Session at this meeting.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The board packet contained the minutes from the Friends Third Quarter Meeting on July 12.
10. **COMMUNICATIONS:** There was a nice patron compliment that was in the board packet.
11. **UNFINISHED BUSINESS:**
  - a. **Millage Renewal** – Cindy gave the group an update on the millage renewal committee progress. The postcards are at the post office and should be delivered tomorrow and yard signs have been distributed. Cindy is available to answer any questions from the public regarding the millage and has received two phone calls so far. The polls will open on Tuesday, August 2 at 7 a.m. and will close at 8 p.m.
  - b. **PT Library Pay Request Update** – The board packet contained Cindy's ongoing correspondence to the City Manager regarding the request for pay increases for the Part

time Library staff. Cindy is recommending that the Board and the Interim Director obtain legal counsel to define what our proper working procedures with the City are and to provide guidance on how to proceed. The Board decided to seek legal counsel since this has been a continuing issue.

- c. **Capital Improvement Projects** – Cindy talked about the carpeting and the chairs in the Children's area. She passed out fabric samples and wanted feedback from the Board regarding the colors. A motion was made by Sandra and supported by Jim to approve the purchase of two Kardia chairs in the red fabric and two Kardia chairs in the blue fabric for the Children's area. Motion passed.

- d. **Wireless Hotspot Policy Revision** – Cindy discussed the wireless hotspots. The Library was able to get a substantial savings by purchasing them through a program run by Tech Soup and Mobile Beacon. Cindy talked about revising the current Wireless Hotspot Policy to change the replacement fee from \$50 to \$70 and increase the days for check out on a portion of them to one week. A motion was made by Jennifer and supported by Sandra to approve the Wireless Hotspot Policy Revision as written. Motion passed.

- 12. **NEW BUSINESS:** Consideration of holding a Closed Session to discuss an item exempt from disclosure under the Open Meetings Act. A motion was made by Sandra for the Board to meet in closed session for the purpose of discussing the appointment of the Interim Director. The motion was seconded by Al and a roll call vote was held: Jennifer (yes), Sandra (yes), Al (yes), Mary (yes), Jim (yes), DeeDee (yes). Motion passed. The Board met in Closed Session at 7:28 p.m.

Return from Closed Session at 7:46 p.m. A motion was made by Al and seconded by Sandra to approve the appointment of Andrea Dickson as the Interim Director with the pay rate that was discussed by the Board in Closed Session. Board vote: Yes – 5, No – 1. Motion passed.

- 13. **CALL TO THE PUBLIC:** No public was present.

- 14. **BOARD MEMBERS' COMMENTS:**

Sandra: We will miss you Cindy.

DeeDee: Gave Cindy a card from the Board.

Al: Wanted it known that Cindy spoke at length with tears in her eyes.

Mary: Good luck Cindy.

Jennifer: We will miss you. You left your mark at this library and you should be very proud of what you accomplished here.

Jim: No comment.

- 15. **NEXT MEETING DATE:** The next meeting is August 22, 2016, Regular Meeting at 7:00 p.m.

- 16. **ADJOURNMENT:** A motion was made by Sandra and supported by Al to adjourn the meeting at 7:50 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant



## **WIXOM PUBLIC LIBRARY**

### **Board of Trustees**

#### **Minutes of Regular Board Meeting** **Monday, August 22, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Sandra Messing, Jennifer Mulder, Mary Proper, Interim Director Andrea Dickson and Executive 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 comments from the public at this time.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Al to approve the minutes of the July 25, 2016, Regular Meeting as written and the minutes of the July 25, 2016 Closed Session as written. Motion passed with one dissenting vote. Jim questioned if we should have taken a roll call vote to exit the Closed Session on July 25, 2016. Jennifer and DeeDee had copies of the Open Meetings Act and a discussion was held. It was determined that proper procedures were followed and we moved on.
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 budget report was not available from the city. The board packet contained a budget update showing account activity for FY 2016-2017. Andrea discussed the accounts with the group. The Library received a check in the amount of \$28,549, our share of Oakland County's penal fine revenue distribution. We are still waiting on our State Aid figures.
7. **DIRECTOR'S REPORT:** The summer reading program was successful and has ended. The children's finale parties were at Pump It Up. The Library received a strong amount of support from local businesses for our summer reading program, including the Coffee Beanery, Marco's Pizza, Futuristic Car Wash, Target, Total Sports Complex, Alex's Pizzeria and Pump It Up. The Community Reads title is *Born to Run* by Christopher McDougall. Andrea discussed the 1000 Books Before Kindergarten program that encourages families and caregivers to read 1000 books with their young children before they enter kindergarten. We are able to launch the program at no additional cost using our subscription to Beanstack and it will go live on September 1. DeeDee discussed the Dolly Parton's Imagination Library USA program that promotes early childhood literacy for children by providing free age appropriate books from birth to age 5 around the country. There are zip code requirements and she thought citizens from Wixom were eligible to participate. Andrea will check into that program and update the board at the next meeting. The Library's millage renewal passed and Andrea wanted to thank the Citizen's Committee, Library staff, Friends of the Library and Board of Trustees for all their hard work. Sandra volunteered to send thank you notes.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report.

9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet included a summary on the millage renewal and minutes from the Third Quarter Meeting on July 12. Jane Kleban, President of the Friends, was available to answer any questions. The board had no questions. Vance McCormick, Vice President of the Friends, was present and wanted to recommend Andrea Dickson for the Director position and spoke very highly of her work on the millage renewal and how she provided great ideas and follow through. Jane Kleban also talked positively about working with Andrea and supported her for the position of Director as well.

10. **COMMUNICATIONS:** There were no suggestions or comments this month in the board packet.

11. **UNFINISHED BUSINESS:**

- a. **PT Library Pay Request Update** – The board packet contained the Employee Leasing Services Agreement from July 1, 2010. Andrea spoke with the Library's Attorney Anne Seurnyck and Attorney Michael Blum who specializes in contract law, regarding the Library's rights with the part-time library staff base pay adjustments. They reviewed the Library's ongoing correspondence and did not understand why the Wage and Salary Committee has not agreed to meet in regard to the Library's request. Their suggestion is to have the Library Board President write a letter to the Mayor and the Council Members on behalf of the Library Board of Trustees detailing our request and the subsequent delays as well as request that the matter be included on the City Council's agenda. DeeDee will draft a letter and give copies to the board members for their feedback. Al asked Andrea to find out what other libraries in our area are paying their part-time staff.

12. **NEW BUSINESS:**

- a. **Director Position** – A discussion was held regarding the director position. The director position will be posted internally for two weeks. Sandra Messing will be the contact person for applicants.

13. **CALL TO THE PUBLIC:** Jane Kleban had questions regarding the RFID system including when it would potentially be implemented and whether it would replace staff. A discussion was held about the self-checkouts systems in place at other libraries and their pros and cons. Jane also wondered if the Board By-Laws should be changed to provide specific direction on hiring directors. The suggestion was received and briefly discussed by the Board who noted that flexibility may be needed in the process depending on the circumstances at the time.

14. **BOARD MEMBERS' COMMENTS:**

Jennifer: I want to congratulate Sara for being elected to a leadership position in the TLN Youth Services Committee. I also would like to thank the Citizen's Committee for working on the millage renewal.

Jim: I will be resigning from the personnel committee effective immediately.

There are currently 3 members on the personnel committee. Jim's resignation would leave 2 members on that committee. DeeDee reviewed the by-laws and they state committees must have a minimum of 2 members. The Board decided to proceed with 2 members on the personnel committee for the time being.

Sandra: No comment.

Mary: No comment.

APPROVED: 9/26/2016

Al: Asked Andrea how far along we are on our 5 year plan. Andrea gave a brief summary of the future projects.

DeeDee: Thank you Andrea.

15. NEXT MEETING DATE: The next meeting is September 26, 2016, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Al to adjourn the meeting at 7:34 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant

# **WIXOM PUBLIC LIBRARY**

## **Board of Trustees**

### **Minutes of Regular Board Meeting** **Monday, September 26, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Sandra. Board members present: Al Boyko, Jim Lowe, Sandra Messing, Mary Proper, Interim Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (DeeDee) Grant and Jennifer Mulder.
2. **APPROVAL OF AGENDA:** A motion was made by Mary 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 Mary to approve the minutes of the August 22, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Al to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The budget report was not available from the City. The board packet contained a budget update showing account activity for FY 2016-2017. The State Aid check has arrived and that amount plus the Penal Fines are showing on the FY 2016-2017 budget update. Those amounts will be transferred to the correct fiscal year 2015-2016 by the City.
7. **DIRECTOR'S REPORT:** The Library will be closed until 1:00 p.m. on Wednesday, October 5 for City Hall and Community Center employee training on the City of Wixom campus. The police will be closing access to the entire complex with no pedestrian or vehicle traffic until 1:00 p.m. on that date. Signs have been posted at the Library and on the Library's website notifying the public that we will open at 1:00 p.m. on Wednesday, October 5.

Andrea wanted to thank the Meijer Wixom store for their generous \$500 gift card that will be used to purchase programming supplies for the Library.

Andrea discussed that mobile printing will soon be available to patrons with Windows, Mac, Android and iOS devices. She explained that it will require the use of a print release station for all print jobs and that TLN should be installing it in October.

TLN has issued a Request for Proposal (RFP) for the shared automated system (ILS) that includes the staff software for checking out materials and the patron online catalog. Andrea will be attending a focus group meeting and asked the board what features they would like to see in an ILS that she could present at the meeting.

Sandra asked Andrea about the School Outreach program. Amanda, the Teen Librarian, conducted class visits and distributed "teacher connection" folders to give information to the teachers about the resources we have available to them and their students.

8. UPDATE FROM CITY COUNCIL: Andrea and Al attended the City's Millage Renewal Town Hall Meeting. They gave a brief overview of that meeting to the group.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends was present. Andrea reminded the group of the Silent Auction to be held October 3-15 and the Fall Book Sale from October 19 through 22. The Friends are looking for volunteers to help with the sales. If they wanted to volunteer or knew of anyone that wanted to volunteer please contact Jane Kleban or Andrea.
10. COMMUNICATIONS: There was one comment this month in the board packet.
11. UNFINISHED BUSINESS:
  - a. **PT Library Pay Request Update** – The board president's draft of the letter to the city was not available for the board to review so this item was tabled until the next board meeting.
  - b. **Director Position** – The position was posted internally until September 10 and the Personnel Committee has met. The board decided to wait until the next board meeting to vote on the Director position since a member of the personnel committee was not present.
12. NEW BUSINESS: There was no new business this month.
13. CALL TO THE PUBLIC: No public present
14. BOARD MEMBERS' COMMENTS: There were no comments from the board members.
15. NEXT MEETING DATE: The next meeting is October 24, 2016, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Al and supported by Mary to adjourn the meeting at 7:21 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant

## **WIXOM PUBLIC LIBRARY**

### **Board of Trustees**

#### **Minutes of Regular Board Meeting** **Monday, October 24, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Al Boyko, Delores (DeeDee) Grant, Jim Lowe, Sandra Messing, Jennifer Mulder, Interim Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra 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 Al to approve the minutes of the September 26, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The budget report was not available from the City. The board packet contained a budget update showing account activity for FY 2016-2017. There were no questions or comments from the board.
7. **DIRECTOR'S REPORT:** Andrea discussed items in the board packet that included upcoming programming and our participation in the City's Holiday Markt on December 2<sup>nd</sup> and 3<sup>rd</sup>. She also updated the group with the progress of the 2015-2016 Audit that Plante Moran will be presenting at the January board meeting.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban gave the group an update on the Silent Auction and the Fall Book Sale. The Silent Auction sold 28 items for \$277. The Book Sale collected \$3,622. The Board thanked the Friends for their hard work. The Friends quarterly meeting will be held November 1.
10. **COMMUNICATIONS:** There were two suggestions and one compliment that were included in this month's board packet.
11. **UNFINISHED BUSINESS:**
  - a. **PT Library Pay Request Update** – The board president, DeeDee distributed a draft of the letter requesting the Wage and Salary Committee meet to discuss pay increases for the Part-time Library staff. She asked for feedback from the board members. There was one suggestion that will be added to the letter. DeeDee will send the revised letter along with the ongoing correspondence to the City.



- b. **Director Position** – The Personnel Committee has met and reviewed Andrea's qualifications. They recommend Andrea Dickson to be appointed Director. A motion was made by Al and supported by Jennifer to appoint Interim Director Andrea Dickson as Library Director. Approved unanimously.

12. NEW BUSINESS:

- a. **Meeting Dates for 2017** – The board packet contained a schedule of the 2017 Library Board Meeting Dates. A motion was made by Jennifer and supported by Sandra to approve the 2017 Meeting Dates as written.
- b. **Part-time Children's Librarian Job Description** – Andrea has been evaluating our staffing needs. Since June there has been a vacant Library Assistant position and she is proposing creating a part-time Children's Librarian position to fill this vacancy. The proposed job description was included in the board packet for the board to review. A motion was made by Sandra and supported by Al to approve the Part-time Children's Librarian Job Description as written.
- c. **Potential New Service: Hoopla** – Andrea discussed a new electronic resource service called Hoopla with the group. It offers eBooks, audiobooks, music, graphic novels, TV shows, and movies for download and/or streaming. Initially the price was cost prohibitive for a library of our size but TLN recently secured cooperative pricing at a very reasonable rate. The Friends have offered to pay the initial \$1,000 to start the service and Andrea thanked the Friends. A discussion was held and a question about if there are restrictions on youth accessing adult content was presented. Andrea will find out what controls are in place.
- d. **Indoor Library Signage** – Sandra talked about making signs throughout the library with quotes from famous people. The signs could also include a picture of the person with added information. Sandra asked for quote suggestions from the group and if the library staff has any ideas. Sandra also mentioned a quote that Jim had said at a previous meeting. Andrea will create signs as discussed and investigate frame options.

13. CALL TO THE PUBLIC: Jane Kleban asked Andrea if she could provide figures on our budget and what the millage will collect. Andrea discussed the process of tax collection and provided those figures. Jane also asked Andrea about the sign in the Teen area.

14. BOARD MEMBERS' COMMENTS:

Jennifer: No comment.

Al: No comment.

Jim: Thank you to the Friends for all you do.

DeeDee: Thank you to the Friends for all the work you do for the Library.

Sandra: I second that.

15. NEXT MEETING DATE: The next meeting is November 28, 2016, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Sandra to adjourn the meeting at 7:34 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant

## **WIXOM PUBLIC LIBRARY**

### **Board of Trustees**

#### **Minutes of Regular Board Meeting** **Monday, November 28, 2016**

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Jennifer. Board members present: Al Boyko, Jim Lowe, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (DeeDee) Grant. Arrived Late: Sandra Messing.
2. **APPROVAL OF AGENDA:** A motion was made by Al and supported by Mary 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 Mary to approve the minutes of the October 24, 2016, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Al and supported by Mary to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget report was not available from the City. The board packet contained a budget update showing account activity for FY 2016-2017. There were no questions or comments from the board regarding the update.
7. **DIRECTOR'S REPORT:** A representative from Plante Moran will be at the January board meeting to present the final 2015-2016 Audit. Andrea thanked the Friends for providing the start-up fee for Hoopla and she discussed the controls that are in place to restrict content to minors. Andrea talked about the staffing update with Ashley and Hannah. Andrea also discussed the Forbidden Art exhibit (artwork created by Nazi concentration camp prisoners) that will be displayed in the Library from March 20 through April 6. If anyone is interested in sponsoring a piece of artwork please contact Stacey Banks at the City. She also discussed the SAY Detroit Play Center program. We will be collecting gently-used books (reading levels K-12) for SAY Detroit through January 20. There is a collection box set-up by the aquarium for those donations.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** At their November meeting the Friends graciously approved funding for a large number of our programs this winter, the yearly licensing fee to show movies and will sponsor a piece of artwork at the Forbidden Art exhibit. The Friends will also be selling cookies at the Holiday Markt this weekend.
10. **COMMUNICATIONS:** There was one suggestion that was included in this month's board packet.

11. UNFINISHED BUSINESS:

- a. **PT Library Pay Request Update** – Andrea provided the board with a Library Base Pay Report giving an overview of the need to increase the base pay of the part-time Library Clerks. The report details the changes to Michigan's Minimum Wage law, wage comparisons from neighboring libraries and our current staffing structure. This report will serve as a written request to the Wage & Salary Committee to increase the base pay of the Library's part-time clerks. The board reviewed the report and offered one suggestion. Andrea will submit the report to Clarence Goodlein to present to the Wage & Salary Committee at their meeting.

12. NEW BUSINESS:

- a. **Presentation of Annual Report** – The board packet contained a draft of the Annual Report for the board to review. The board liked the design and content.
- b. **PNC Credit Card Resolution** – Our credit card agreement with PNC is outdated and we need to apply for a nonprofit credit card. PNC requires a "Resolutions For Extensions of Credit And Incumbency Certificate" be completed, approved and signed by the Library Director and members of the Library Board. The board packet contained this certificate for the board to review. A motion was made by Sandra and supported by Al to approve the Resolutions for Extensions of Credit and Incumbency Certificate for the PNC Credit Card as written. Motion passed.
- c. **Capital Improvement Projects FY 2016-17** – The board packet contained a report showing our Capital Improvement Projects along with the Original 2016-17 Plan and the Proposed Updated Plan. Andrea discussed the projects and budget and asked for the board's feedback. Andrea will obtain quotes for wallpaper repair/painting, replacing countertops, staff workroom carpet, cubicles and furniture. After quotes are received the board will discuss capital improvement projects for FY 2016-17 at January's board meeting.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS:

Sandra: No comment.

Mary: No comment.

Jennifer: No comment.

Jim: "Reading gives us someplace to go when we have to stay where we are." This is a quote from Mason Cooley.

Al: That was a very nice job on the Annual Report. With the Christmas season coming up I would like to wish everyone a nice Christmas holiday.

15. NEXT MEETING DATE: The next meeting is January 23, 2017, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Al to adjourn the meeting at 7:27 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant