

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 27, 2020

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by DeeDee. Board members present: Delores (DeeDee) Grant, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Christie Currier, Absent: Sandra Messing.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Allison to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the November 25, 2019, Regular Meeting were not approved due to two board members that attended the November meeting were absent. The approval of the minutes will occur at the February 24 meeting.
5. **PRESENTATION:** Library 2018-19 FY Audit by Plante & Moran: Nicollette Acho from Plante & Moran discussed key items in the audit with the Board. She said the Library received an unmodified opinion, which is the highest to receive. Our fund balance is in great shape. She had two recommendations to offer. One was using up-to-date mortality assumptions and the other was concerning cyber security and training staff to be aware and cautious.
6. **APPROVAL OF EXPENDITURES:** A motion was made by Allison and supported by Veronica 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. Andrea also included the balance sheet showing the current fund balance. There were no questions from the Board.
8. **DIRECTOR'S REPORT:** The new breakroom furniture was installed December 20 and the new public computer chairs were delivered on January 14. The new window blinds are currently being installed and should be finished this week. Our new additional substitute librarian, Elizabeth, started on January 6 and will be scheduled 3 days a week to help with coverage during Hannah's maternity leave. Andrea, Emily and Karla attended a free webinar titled the Librarian's Guide to Homelessness, focusing on dealing with addiction and mental illness in an empathetic manner. Andrea discussed the Internet circuit/bandwidth upgrade that will start on July 1. We are currently maxing out our bandwidth first thing in the morning when a lot of patrons first arrive and upgrading should avoid issues both with busy patron times and software upgrades. The switch to fine free has gone smoothly and the response has been positive. A few patrons still want to pay fines and we suggest they are always welcome to make a voluntary donation.
9. **UPDATE FROM CITY COUNCIL:** Andrea and Veronica attended the last City Council meeting and there was nothing to report.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The Friends quarterly meeting was on January 14 and the meeting minutes were enclosed. The Board commented about the successful Holiday Book bundle sales.

11. **COMMUNICATIONS:** There was one comment in the suggestion box this month. It was undecipherable and there was no name or phone number on it to get additional information.

12. **UNFINISHED BUSINESS:**

- a. **Amended Window Treatment Quote** – Due to how the blinds in the adult upper windows were listed in the original quote, there was an increase of \$153.00 from the approved amount. A motion was made by Allison and supported by Jennifer to approve the amended window treatment bill for \$21,153.00. Motion passed.

13. **NEW BUSINESS:**

- a. **Election of Officers and Formation of Committees** - Officers were nominated and presented as follows: President – Christie was nominated by DeeDee and supported by Jennifer. Vice President – DeeDee was nominated by Jennifer and supported by Allison. Secretary – Allison was nominated by DeeDee and supported by Jennifer. Treasurer – Jennifer was nominated by DeeDee and supported by Veronica. Budget Committee: Jennifer, Allison and Sandra. Personnel Committee: Christie, Veronica and DeeDee. Building Committee: Allison, Veronica and DeeDee. A motion was made by Jennifer and supported by Allison to approve the officers and committees. Motion passed unanimously.
- b. **2020 & 2021 Holiday closings for TLN Shared System Calendar** – The board packet contained a list of the 2020 and 2021 holiday closures. Andrea recommends and the Board agrees that the 2020 calendar will remain as it was originally approved at the February 2019 board meeting. Andrea talked about the Library traditionally being closed on the Saturday before Memorial Day, the Saturday before Labor Day, the Saturday after Thanksgiving and the Saturday between Good Friday and Easter. A motion was made by Allison and supported by Jennifer to approve the 2021 holiday closing dates as presented in the board packet. Motion passed.
- c. **FY 2019-2020 Budget Amendments** – The board packet contained mid-year Budget Amendments and Andrea discussed them with the group. A motion was made by Jennifer and supported by Allison to approve the Budget Amendments as presented. Motion passed.
- d. **Meeting Room Policy Revision** – The current Meeting Room Policy hasn't been updated in 8 years. The political policy needed to be clarified and guidelines for scheduling, using and consequences for misuse needed to be addressed. Our lawyer reviewed and approved the changes and Andrea discussed them with the Board. A motion was made by Jennifer and supported by Veronica to approve the meeting room policy revision as written in the board packet. Motion passed.
- e. **Signage Proposals** – Andrea discussed the need for hanging wayfinding signs, end panel signs in adult and teen and tabletop signs in children's. The board packet contained proposals from Library Design. A motion was made by Allison and supported by Jennifer to approve the Signage Proposals not to exceed \$5,700. Motion passed.
- f. **2020 Strategic Plan and Survey** – Andrea has started working on our new strategic plan and staff held an initial meeting on January 13. For the planning process, we are working with Craig Lesley from SCORE free of charge. Andrea will still be coordinating and

writing the plan but Craig will help facilitate conversations and final goals. We will once again develop a four year plan spanning 2020-2024. Our current plan has served us well therefore we will update the existing plan based on current needs as opposed to starting from scratch. Andrea drafted a Community Survey that is in the board packet and asked the Board for suggestions. Jennifer suggested adding “other” to questions 10 and 11. A discussion was held. The survey will start February 10 and will be distributed through our eNewsletter, on social media and the Library via paper. Additionally, Andrea will request that the City of Wixom add it to their Friday eNews blast and share the link on their Facebook page in an effort to get feedback from non-users.

14. CALL TO THE PUBLIC: No public present.
15. BOARD MEMBERS’ COMMENTS: The Trustees welcomed Veronica to the Board.
16. NEXT MEETING DATE: The next meeting is February 24, 2020, Regular Meeting 7:00 p.m.
17. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:51 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, February 24, 2020

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Christie. Board members present: Christie Currier, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: DeeDee Grant. Also present: Al Boyko.
2. **APPROVAL OF AGENDA:** Requested by Andrea to amend the agenda to say “Approval of minutes – Regular Meeting of November 25, 2019; Regular Meeting of January 27, 2020.” A motion was made by Allison and supported by Veronica to approve the agenda as amended. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the November 25, 2019, Regular Meeting were not approved at the last meeting due to two board members that attended the November meeting being absent. A motion was made by Jennifer and supported by Christie to approve the minutes of the Regular Meeting of November 25, 2019. A motion was made by Jennifer and supported by Veronica to approve the minutes of the Regular Meeting of January 27, 2020.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed and there were no questions from the Board. A motion was made by Allison and supported by Veronica to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update was included in the board packet that reflects the budget amendments from last month. There were no questions from the Board.
7. **DIRECTOR’S REPORT:** Andrea will schedule a meeting with the budget committee in late March or early April to discuss the FY 2020-2021 budget. Discussion of next year’s budget will also be included on the March meeting agenda. The staff breakroom refrigerator recently broke after 19 years. Andrea purchased a new energy efficient refrigerator and it was delivered on February 14. Andrea discussed limiting our attendance on Family Fun Nights to big events like the Fireworks night. If we do this, staff would be able to go to daycare centers and child care programs to promote summer reading. Andrea is also looking into the possibility of partnering with the summer lunch program to provide books to kids, check in for prizes and more. TLN installed a SAM Management Console onsite in early February. So far, this has resolved the problem of the SAM client closing in the middle of patron sessions and preventing the patron from printing anything. Andrea has extended the community survey to the end of this week. We have received over 200 survey responses. She will compile the results and report back to the Board at the next meeting.
8. **UPDATE FROM CITY COUNCIL:** Nothing to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update. The Friends are getting ready for the Spring Book Sale.

10. **COMMUNICATIONS:** There were two comments regarding computer issues in the suggestion box this month from the same patron. Andrea talked about the Windows updates that were recently completed and the major change to our SAM server set-up. This should resolve any computer issues.

11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. **NEW BUSINESS:**

- a. **Appointment of Albert Boyko to Library Board of Trustees** - Sandra Messing resigned from the Board in early February. Al previously served on the Board from 2011 to 2017. A motion was made by Jennifer and supported by Allison to approve the appointment of Albert Boyko to fill Sandra Messing's position until the next general election in November 2021. Motion passed.
- b. **Technology Plan 2020 – 2023** – Andrea is working on the Library of Michigan's voluntary program called Quality Service Audit Checklist (QSAC) that is designed to assist public libraries in setting service benchmarks. One item that needed updating as part of our QSAC certification was our Technology Plan. The board packet contained a Technology Plan draft. A discussion was held about the requirements and Andrea will send the Board the Library of Michigan QSAC requirements document. A motion was made by Jennifer and supported by Allison to approve the Technology Plan 2020 – 2023 as written in the board packet. Motion passed.
- c. **Mobile Hotspot Policy Revision** – One of the most circulated items in our collection are our mobile hotspots. Due to their popularity, patrons trying to keep a hotspot checked out at all times is making it more difficult for the Library to meet community demand for this service. Andrea reviewed hotspot policies at area libraries and spoke with the Library's lawyer to revise the policy to limit hotspot checkouts to 1 checkout per month per library card. We currently have 10 hotspots and Andrea will see if we can obtain more hotspots and report back to the Board next month. A motion was made by Jennifer and supported by Veronica to approve the Mobile Hotspot Policy Revision as presented. Motion passed.
- d. **Children's Programming Furniture** – The current furniture is old, heavy and only works for small preschool kids and not with tweens or teens. Andrea received pricing for 4 tables and 20 chairs that will be easier to move and is more versatile for kids of all ages. The board packet contained information, options and pricing for the Board to review. A motion was made by Jennifer and supported by Allison to approve the Children's furniture proposal from Library Design as presented in the board packet. Motion passed.
- e. **Digital Resources** – TLN recently negotiated steep discounts on digital platforms provided by RBDigital. Digital checkouts continue to increase and the recent survey results show demand for more digital resources. The newspaper and Audiobook platforms offer unlimited patron use without holds for a flat price for the Library. The board packet contained RBDigital newspaper and Audiobook info sheets. A motion was made by Allison and supported by Veronica to subscribe to RBDigital Audiobooks and newspapers. Motion passed unanimously.

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

14. BOARD MEMBERS' COMMENTS: Al commented that he is glad to be back on the Board.
15. NEXT MEETING DATE: The next meeting is March 23, 2020, Regular Meeting 7:00 p.m.
16. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 8:04 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, April 27, 2020**

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as authorized under Executive Order 2020-48 signed by Governor Whitmer to mitigate the spread of COVID-19. The meeting was called to order at 7:00 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Delores (Dee Dee) Grant, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Also present: Librarians Emily Dobbs and Sara Hodgson.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Dee Dee to approve the agenda as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** There was no board meeting in March due to the COVID-19 Library closure. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of February 24, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the February and March expenditure reports. Andrea discussed them with the group and there were no questions from the Board. A motion was made by Dee Dee and supported by Al to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The Revenue and Expenditure Report for period ending April 30, 2020 and the Balance Sheet showing our fund balance for period ending March 31, 2020 was included in the board packet. Andrea discussed the possibility of having budget amendments this fiscal year relating to COVID-19.
7. **DIRECTOR'S REPORT:** We were awarded a 2020 LSTA Public Library Service Grant by the Library of Michigan for \$1,500. The grant will be used to purchase Playaway Wonderbooks for early readers. Andrea arranged to add more digital resources available for patrons to access from home. We will be offering an entirely virtual summer reading program via the Beanstack website and app. She talked about the weekly storytimes on Facebook and the Books & Brews discussions on Zoom. TLN has extended due dates for items through the end of May.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Andrea has been in contact with the Friends. There will be no book sale in May and any activity with the Friends has been postponed.
10. **COMMUNICATIONS:** Andrea received an email from a patron expressing how impressed he was with our response to the pandemic and thanking the library for our efforts.

11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

a. Establishment of a Public Hearing date to adopt the FY 2020-2021 Library Budget –

If the public hearing has to be conducted electronically due to COVID-19, it must be noted in the public notice. By law, a notice must be published in *The Spinal Column* at least 6 days before the hearing date. We do not know if the current order will be extended further. Our lawyer has recommended that we delay the public hearing to early June to provide the required notice. A motion was made by Jennifer and supported by Al to approve a special meeting on Monday, June 8, 2020, at 7:00 p.m. to approve the Fiscal Year 2020-2021 budget and cancel the special meeting on Monday, May 18, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

A motion was made by Dee Dee and supported by Allison to approve a public hearing date on Monday, June 8, 2020 at 7:00 p.m. for the proposed Fiscal Year 2020-2021 budget and proposed millage rate. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

b. FY 2020-2021 Budget Discussion – Andrea has been working on the budget draft but the process has been delayed as a result of the COVID-19 closures. She expects to see an overall increase in revenue for next fiscal year but the ongoing COVID-19 pandemic will have impacts on where we spend funds next year. She expects to see declines in State Aid and penal fine revenue as a result of the pandemic. The vast majority of our revenue comes from local property taxes, which could be impacted in following fiscal years depending on how the economic crisis continues. Our fund balance is well above the auditor recommended 15-30% of our annual budget so we are in a good position in case of emergencies. The Board discussed increasing the number of hotspots for patrons and Andrea will ask the Friends if they will sponsor some of them. Our part time librarian will be graduating and Andrea would like to offer her a full time adult services position focusing on digital services should funding permit.

c. COVID-19 Discussion – Andrea developed a detailed pandemic response plan to establish protocol to be used by the Wixom Public Library during the COVID-19 pandemic. That plan is included in the board packet along with articles and information to help assist in re-opening the Library. Andrea and the Board discussed re-opening scenarios, necessary items needed before we open and safety procedures to be followed.

d. Infectious Disease Policy – The pandemic has resulted in the need to develop new policies to protect patrons and staff in the event of an infectious disease outbreak. Our lawyer developed an infectious disease policy tailored to libraries and it is included in the board packet. Andrea discussed the policy with the Board. A motion was made by Veronica and supported by Al to approve the Infectious Disease Policy as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Christie said "Great job" and Dee Dee was very impressed with the information provided.

15. NEXT MEETING DATE: The next meeting is May 18, 2020, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Dee Dee and supported by Allison to adjourn the meeting at 8:04 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, May 18, 2020

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as authorized under Executive Order 2020-75 signed by Governor Whitmer to mitigate the spread of COVID-19. The meeting was called to order at 7:02 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Jennifer Mulder, Veronica Simmons, Director Andrea Dickson and Executive Assistant Carol Barone. Also present: Head of Youth Services Sara Hodgson. Arrived Late: Allison Wert. Absent: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the April 27, 2020, Regular Meeting were included in the board packet. A motion was made by Veronica and supported by Al to approve the minutes of the Regular Meeting of April 27, 2020. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the April expenditure report. Andrea discussed the expenditures with the group. The TLN bill for RBDigital is paid in full but will be split between this fiscal year and next. There were no questions from the Board. A motion was made by Jennifer and supported Al to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained the budget update for period ending May 31, 2020. Andrea anticipates higher cleaning costs and supplies as well as an increase in electronic materials due to COVID-19. Budget amendments will be included in the next regular board meeting.
7. **DIRECTOR'S REPORT:** Andrea arranged to have the carpet cleaned on May 4 while we were closed. The 8 week summer reading program will be entirely virtual via the Beanstack website and app. For patrons lacking internet access, we will offer a badge book mirroring the online program. Instead of a finale party, kids will get a prize pack and entries for raffle prizes for completing the program. Two performers previously scheduled will offer interactive virtual programs. We will offer additional story-time sessions as well as regularly scheduled book clubs. The children's craft room will be temporarily converted into a virtual programming space. Andrea budgeted for 15 new hotspots and the Friends have agreed to sponsor an additional 5 bringing the total of new hotspots to 20. The new hotspots are currently back ordered. Due dates and expiring patron library cards were extended into June. TLN made online card registration available through an option in our catalog and temporary digital cards can be issued without staff intervention.

8. **UPDATE FROM CITY COUNCIL:** Andrea attended the City Council meeting online and reported that they also presented their draft budget at the meeting.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Andrea is still in contact with the Friends and there was no update.
10. **COMMUNICATIONS:** No suggestions or comments. The Library continues to receive general usage questions and questions about accessing online resources.
11. **UNFINISHED BUSINESS:**
 - a. **Draft FY 2020-2021 Budget** – The budget committee met via electronic meeting on May 8 and they reviewed the proposed FY 2020-2021 budget line by line. The draft of the budget was included in the board packet for the board to review. Andrea discussed accounts in the budget and talked about the higher expenses due to COVID-19 and the decline in some revenue sources. The Board discussed the proposed budget and did not recommend any changes.
 - b. **COVID-19 Response** – Our lawyer recommended that the Board adopt an official policy regarding the Library reopening. She drafted a COVID-19 Response policy that Andrea sent to the board in an email. Andrea also revised the Pandemic Response grid to match the policy. She discussed the reopening stages with the board. The draft policy included limiting operating hours. A discussion was held regarding if more patrons at a time will access the library during the shorter hours than having the library opened for longer hours. The Board decided to retain our regular operating hours unless something changes. A motion was made by Jennifer and supported by Allison to approve the Reopening Policy as amended with normal operation hours starting with curbside services. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
12. **NEW BUSINESS:** No new business.
13. **CALL TO THE PUBLIC:** No public present.
14. **BOARD MEMBERS' COMMENTS:** Veronica commented "Well done." No other comments.
15. **NEXT MEETING DATE:** The next meeting is Monday, June 8, 2020, Special Meeting 7:00 p.m.
16. **ADJOURNMENT:** A motion was made by Allison and supported by Al to adjourn the meeting at 7:55 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
Electronic Meeting Via Zoom
Monday, June 8, 2020
7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:05 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson, Librarian Sara Hodgson and Executive Assistant Carol Barone. Signed on late: Delores (Dee Dee) Grant.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Veronica to approve the agenda as presented. Roll call vote: Al Boyko, Christie Currier, Jennifer Mulder, Veronica Simmons, Allison Wert. Motion passed.
3. PUBLIC HEARING: Fiscal Year 2020-2021 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 May 18, 2020 regular meeting as written. Roll call vote: Al Boyko, Christie Currier, Jennifer Mulder, Veronica Simmons, Allison Wert. Motion passed.
5. UNFINISHED BUSINESS:
 - a. Adoption of FY2020-2021 Proposed Library Budget. The board packet contained a draft of the formal budget resolution. There were no changes to the budget from the last meeting in May. A motion was made by Jennifer and supported by Al to approve the resolution to adopt the proposed FY2020-2021 budget and millage rate. Roll call vote: Al Boyko, Christie Currier, Jennifer Mulder, Veronica Simmons, Allison Wert. Motion passed.
6. NEW BUSINESS:
 - a. COVID-19 Response and Preparedness Plan. To allow staff into the building we are required to have a plan in place containing OSHA guidelines. The board packet contained the plan and Andrea discussed it with the group. There will be changes to this plan as more executive orders specific to libraries are issued. Once this plan is approved by the Board, the director can amend this plan without having to continually get approval from the Board with any changes made. A motion was made by Allison and supported by Veronica to approve the COVID-19 Response and Preparedness Plan as presented in the board packet. Roll call vote: Al Boyko, Christie Currier, Dee Dee Grant, Jennifer Mulder, Veronica Simmons, Allison Wert. Motion passed.
7. CALL TO THE PUBLIC: No public present.
8. ADJOURNMENT: It was moved by Dee Dee and supported by Allison to adjourn the meeting at 7:25 PM.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, June 22, 2020

1. **CALL TO ORDER:** This meeting was held electronically via Zoom. The meeting was called to order at 7:05 p.m. by Allison. Board members present: Al Boyko, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Absent: Christie Currier. Excused Absent: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** Requested by Andrea to amend the agenda to add under New Business item "b. TLN – Mobile App." A motion was made by Jennifer and supported by Al to approve the agenda as amended. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the June 8, 2020, Special Meeting were included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Special Meeting of June 8, 2020. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed the May expenditure report that was included in the board packet. Andrea had ordered more digital titles for Wixom residents which resulted in 3 invoices from OverDrive Advantage. There were additional expenses in COVID-19 related cleaning and supplies. A motion was made by Veronica and supported by Al to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained the Revenue and Expenditure update. Budget amendments to close out accounts at the year end and are included in the board packet. A number of adjustments are needed due to COVID-19 cleaning costs and supplies along with adjustments resulting from the increased Local Community Stabilization funding.
7. **DIRECTOR'S REPORT:** We received an additional check from the Local Community Stabilization Authority. These extra funds will help cover COVID-19 expenses and allow us to use less from our fund balance for the capital projects already completed. Any extra funds left over will roll into next year's fund balance for additional COVID-19 expenses. This year's summer reading program has started and is all online with Beanstack for all ages. The librarians have planned a variety of virtual programs and grab-and-go program kits. We have received 5 additional hotspots from T-Mobile and they will be available for circulation in the next couple days.
8. **UPDATE FROM CITY COUNCIL:** Andrea attended the City Council meeting virtually and the City approved their FY 2020-2021 budget at the June 9 meeting.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update to report. They are helping to pay for some virtual programming and we appreciate that.

10. **COMMUNICATIONS:** We continue to receive emails and a lot of phone calls with questions regarding services available and accessing online resources.

11. **UNFINISHED BUSINESS:**

- a. **COVID-19 Response** – Andrea wanted to give the Board a general update on how the library is responding to the pandemic. Andrea has applied for a grant from the Library of Michigan for PPE, cleaning, supplies and hotspots. She is waiting for additional Plexiglas shields to come in for the remaining staff areas. Andrea anticipates that Grab & Go services will start on July 6. As of today, the City cancelled the summer concerts only through July 9. Normally during the concerts and events there is an influx of people that come into the library to cool off and use the restrooms. When that happens it will bring our occupancy level over the 25% limit that is currently in place. Andrea recommends closing the Library one hour before any city event so we stay in compliance with the COVID-19 requirements. A motion was made by Jennifer and supported by Al to close the library early before any summer concert or city event during the COVID-19 pandemic at the Director's discretion. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

12. **NEW BUSINESS:**

- a. **FY19-20 Budget Amendments** – The board packet contained the Budget Amendments that reflect adjustments to expenses and revenues to even out accounts. Andrea discussed those adjustments to the group. A motion was made by Jennifer and supported by Al to approve the FY 2019-20 Budget Amendments that were included in the board packet. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
- b. **TLN Mobile App** – TLN negotiated a major discount for all member libraries from Capira that would integrate our online catalog, event calendar, digital services, digital library cards and a curbside module to put the information in one location. This would be a 3 year commitment. A motion was made by Veronica and supported by Al to approve the subscription to the Capira mobile app from TLN for 3 years. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

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

14. **BOARD MEMBERS' COMMENTS:**

Veronica: Veronica asked about the recent protest in Wixom and how the Library will address if there are future events now that the Library is reopening. Veronica also asked about the Library's stance on Black Lives Matter. Andrea shared that the Library has purchased additional books about anti-racism and posted on social media about it, along with materials for Pride Month.

Allison: Allison commented on how quickly the library is making changes and that we have a great team.

15. **NEXT MEETING DATE:** The next meeting is Monday, July 27, 2020, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Al to adjourn the meeting at 7:58 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, July 27, 2020

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as authorized under Executive Order 2020-154 signed by Governor Whitmer to mitigate the spread of COVID-19. The meeting was called to order at 7:05 p.m. by Allison. Board members present: Al Boyko, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Arrived Late: Delores (Dee Dee) Grant. Absent: Christie Currier.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented in the board packet. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the June 22, 2020, Regular Meeting was included in the board packet. A motion was made by Veronica and supported by Al to approve the minutes of the Regular Meeting of June 22, 2020. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the June expenditure report that included expenditures for FY 2019-20 and FY 2020-21. Andrea discussed the expenditures with the group. There were no questions from the Board. A motion was made by Veronica and supported Al to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** Andrea was out of the office last week and couldn't access the reports. She reported that none of the accounts were over from the last fiscal year.
7. **DIRECTOR'S REPORT:** We received the second state aid payment for the full amount for FY 2019-20. We've received some of our June collection orders in July that must come out of the FY 2020-21 budget. Andrea asked the librarians to keep track of how much arrived after July 1 so we can adjust this year's budget with the amount unspent from last fiscal year related to the closure. This year's summer reading program is all online. Although we have good online participation, as expected our overall numbers are significantly lower. Andrea ordered laptops instead of desktops for this year's computer replacements. With the current needs of the librarians laptops can better facilitate remote work, virtual programming and video meetings. Andrea is working with TLN and Capira to get our app set up. It should be ready in 2-3 weeks.
8. **UPDATE FROM CITY COUNCIL:** No updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Andrea reported that the Friends are all doing well and there was no update.
10. **COMMUNICATIONS:** The board packet contained an email from a patron regarding the library card policy on minors having to sign the application to receive a library card. This policy was on the March agenda to update but due to the closure of the library it wasn't discussed. The policy

revision is on tonight's agenda. The Library has been receiving positive in person comments from patrons that they are happy to have library services available.

11. UNFINISHED BUSINESS:

- a. **COVID-19 Response** – Andrea updated the group on the Grab & Go phase that we are in. Latest research on the virus says it can live up to 96 hours on common library materials. We are now quarantining items for 4 days and signage has been updated in the library. Patron traffic in the library has been very slow with very few patrons in the library after 6 p.m. She talked about limiting hours the library is open for patrons. She also discussed the option of staff working with the same staff as a team. She asked the board for their feedback and a discussion was held. The board recommended that Andrea use her discretion on library operating hours as permitted under the Reopening Policy.

12. NEW BUSINESS:

- a. **Library Card Policy Revision** – The board packet contained an updated Library Card Policy for the Board to review. The changes to the policy include removing the minor's signature requirement and because we are fine free removing the overdue fine section. A motion was made by Jennifer and supported by Al to update the Library Card Policy as discussed. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: No comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, August 24, 2020, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Dee Dee and supported by Al to adjourn the meeting at 7:42 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, August 24, 2020

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as authorized under Executive Order 2020-154 signed by Governor Whitmer to mitigate the spread of COVID-19. The meeting was called to order at 7:00 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Delores (Dee Dee) Grant, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** Andrea amended the agenda to include under “12. New Business, b. Telework Policy.” A motion was made by Jennifer and supported by Dee Dee to approve the agenda as amended. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the July 27, 2020, Regular Meeting was included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of July 27, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the July expenditure report that included items that came in late for FY 2019-20 such as the draft budget resolution, streaming videos, Covid-19 expenses and software. There were no questions from the Board. A motion was made by Allison and supported Dee Dee to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** Andrea discussed the budget update that was included in the board packet. We received the State Grant in July and that amount is currently showing in FY 2020-2021 but will be returned back into FY 2019-2020.
7. **DIRECTOR’S REPORT:** Andrea talked about the FY 2019-20 year end budget and the FY 2020-2021 budgets. We are in good shape and expect an increase to the fund balance estimated around \$409,069 which is 44% of this year’s budget. We had uncompleted capital improvement projects, COVID materials that arrived late and collection funds for materials that arrived late due to the COVID closure. Once we have more final figures for last fiscal year Andrea will include budget amendments on the September agenda. Our annual Community Reads event will launch on September 8 and will be virtual this year. Two of our pages will be starting college remotely and we will keep them on the payroll. The Capira Mobile App will go live in a couple of weeks. We are testing out the Slack workspace for the librarians and so far it is a useful tool for staff communication while working remotely.
8. **UPDATE FROM CITY COUNCIL:** No updates to report. City Hall is now open to the public.

9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update from the Friends. Andrea commented on the large amount of donated books that are just sitting in the storage room due to the Friends being unable to have the Spring Book Sale. Dee Dee suggested that we sell bags of grouped books for the Friends. Andrea will reach out to the Friends with ideas.
10. **COMMUNICATIONS:** There were no suggestions or comments this month.
11. **UNFINISHED BUSINESS:**
 - a. **COVID-19 Response** – The library started the revised service hours on Monday, August 10. The new hours for the Grab & Go reopening phase are Monday-Thursday 11am – 6pm and Friday-Saturday 11am-5pm. Curbside services are offered for all open hours. We are scheduling staff to be working in teams. We still have sufficient cleaning supplies. Andrea applied for and received a CARES Act grant from the Library of Michigan. \$500 is dedicated to PPE and cleaning supplies; \$1,440 will be used to purchase an additional 10 hotspots with a year of service and initial fees. We will be able to offer 25 hotspots for checkout.
12. **NEW BUSINESS:**
 - a. **Statement on Racial Equality** – The board packet contained a commitment to Racial Equality statement that Andrea and Veronica worked on together and the Board discussed at this meeting. This statement will be included on our home page. A motion was made by Dee Dee and supported by Al to approve the Racial Equality statement as written in the board packet. We will look at a formal equity, diversity and inclusion policy at a later date. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
 - b. **Telework Policy** – A formal policy is needed to address staff working remotely due to COVID and to be in compliance with our employee leasing agreement with the City. After consulting with our attorney, employment law attorney Michael Blum drafted a policy that is included in the board packet for review. The board discussed and amended the policy to state staff without internet access will be provided with a hotspot to use at the Director's discretion. A motion was made by Dee Dee and supported by Allison to approve the Telework Policy as amended. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
13. **CALL TO THE PUBLIC:** No public present.
14. **BOARD MEMBERS' COMMENTS:** Veronica appreciated everybody's openness in the racial equality discussion. Dee Dee asked about what kinds of programming will we offer in the Fall. Andrea discussed the virtual programming plans. No other comments from the Board.
15. **NEXT MEETING DATE:** The next meeting is Monday, September 28, 2020, Regular Meeting at 7:00 p.m.
16. **ADJOURNMENT:** A motion was made by Jennifer and supported by Dee Dee to adjourn the meeting at 8:08 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, September 28, 2020

1. **CALL TO ORDER:** This meeting was held electronically via Zoom. The meeting was called to order at 7:00 p.m. by Dee Dee. Board members present: Al Boyko, Delores (Dee Dee) Grant, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused absent: Christie Currier.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the August 24, 2020, Regular Meeting was included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of August 24, 2020. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The expenditure report that was in the board packet contained an incorrect contracted rate from the last fiscal year for city services in the August invoice. Andrea sent the group a revised expenditure report that updated the August city service. Baker and Taylor expenditures showed July and August due to mail delays. There were no questions from the Board. A motion was made by Jennifer and supported by Al to approve the expenditures as amended. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained the budget update for period ending 9/30/2020. Andrea discussed and there were no questions from the Board.
7. **DIRECTOR'S REPORT:** The Michigan Library Association annual conference will be held virtually. They offered a group package rate that allows all of our librarians and clerks to attend. The state budget shortfall was significantly less than expected and libraries should receive an increase to State Aid. Andrea signed us up for a full subscription for TumbleBooks with the TLN discounted pricing. TumbleBooks provides digital books, picture books, graphic novels, chapter books and read-alongs for kids. Tutor.com launched on September 8. Tutor.com Learning Suite offers online academic tutoring to K-12 and college students, as well as practice tests and career coaching for adults. We are in the process of switching to Capira Curbside for curbside holds and there will be a link on our website. Autorenewal of materials will begin on October 1. The autorenewal notices will be tied to the coming due notices that patrons receive 3 days prior to an item being due.
8. **UPDATE FROM CITY COUNCIL:** No updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update from the Friends. Library staff put together mystery book bundles from the Friends storage room. The bags will be sold \$5 for 5 hardcovers and \$3 for 6 paperbacks.

10. COMMUNICATIONS: There were no suggestions or comments this month.

11. UNFINISHED BUSINESS:

- a. **COVID-19 Response** – The Library’s services continue as they have been under the Grab & Go stage guidelines. More patrons are using the online hold options to either quickly pickup holds at the front desk or curbside. Electronic usage remains high. Andrea applied for reimbursement for COVID-19 costs under the Oakland County CARES Act funding to libraries. An infectious disease doctor from MDHHS spoke about COVID in relation to libraries at a director’s zoom meeting and Andrea included highlights from that session in the board packet. A comment from Veronica was made about the Walled Lake Board of Education proposing a hybrid schedule with students having Wednesdays off. It was suggested that the Library offer virtual programs or virtual field trips on that day.

12. NEW BUSINESS:

- a. **Website** – The Library has built and maintained its own website for the last 10 to 11 years. There isn’t an outside support option for any upgrades or issues. Recently, we encountered an issue when upgrading plug-ins on our website that crashed the entire site. At the August meeting there was a brief discussion of using part of the excess fund balance on direct patron services. Andrea recommends using some of the funds to build a new website using an outside company with ongoing support available. The board packet contained information on two vendors and Andrea will get information on a third to present at the next board meeting. The Board discussed wanting a website that could continue to grow with the Library.
- b. **FY 2020-2021 Budget Amendments** – The board packet contained budget amendments to even out accounts. We received State Grants and CARES Act funds through the Library of Michigan. Due to COVID-19, we continue to see increased usage of electronic content and had delayed capital improvement and materials costs from FY 19-20 due to shipping and manufacturing delays. A motion was made by Jennifer and supported by Al to approve the FY 2020-2021 Budget Amendments as presented in the board packet. Roll Call Vote: Al: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS’ COMMENTS: No comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, October 26, 2020, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:35 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, October 26, 2020

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as permitted in the Open Meetings Act as amended by 2020 PA 228. The meeting was called to order at 7:01 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Tampa, FL, Allison Wert participating from Wixom, MI, 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. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the September 28, 2020, Regular Meeting was included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of September 28, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The expenditure report that was in the board packet contained a few duplicate vendor entries due to mail delays in receiving statements. There were no questions from the Board. A motion was made by Jennifer and supported by Al to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained the budget update for period ending 10/31/2020. The update report included the budget amendments approved at last meeting. Andrea discussed and there were no questions from the Board.
7. **DIRECTOR'S REPORT:** Plante Moran, the Library's auditors are conducting the 2019-2020 audit remotely. The part-time Library Clerk position was posted and we received good candidates some with library experience for the position. We switched to Capira Curbside software on Monday, October 5 and the transition was smooth.
8. **UPDATE FROM CITY COUNCIL:** There were no updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update from the Friends. The mystery book bundles are selling slowly due to low traffic in the Library. The staff also put together Children's book bundles to sell in the Children's area. The Friends storage room is very full due to the Library closing before the Friends book sale in April. We cannot take any new donations yet.

10. **COMMUNICATIONS:** There were two comments from the same patron this month regarding printing issues. Andrea suggested that if he has problems again to speak with a librarian to solve the issue.

11. **UNFINISHED BUSINESS:**

- a. **COVID-19 Response** – The Library’s services and operations continue as they have been under the Grab & Go stage guidelines. Due to the Michigan Supreme Court removing the emergency powers law both our Reopening Policy and COVID-19 Response and Preparedness Plan have been updated and are posted on our website. The City is proceeding with a modified Tree Lighting event on Friday, December 4. Given the number of people who attend this event and that the parking in front of the Library will be closed off mid-afternoon, the Library’s hours will be modified to 10am – 3pm on December 4. Election Day is Tuesday, November 3. While the Library is not a polling place, the Community Center is a polling location for 2 of the 4 precincts in Wixom. A discussion was held and it was recommended that the Library close for patrons on that day but still have staff report.
- b. **Website Proposals** - The board packet contained website proposals from three companies that have worked the public libraries. Andrea discussed the pros and cons of each company with the group along with examples of websites currently using each company. She also included an estimated cost breakdown for 3 years. Based on features, staff and patron interfaces, long-term growth potential, and cost, Andrea recommended that the Library proceed with an Ebsco Stacks 3 year contract for the development of a new website. A motion was made by Jennifer and supported by Allison to approve the 3 year contract of Ebsco Stacks for website development. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

12. **NEW BUSINESS:**

- a. **2021 Meeting Dates** – The Board of Trustees 2021 meeting dates were included in the board packet. Every meeting is the 4th Monday of the month except for May being the 3rd Monday due to Memorial Day. There will also be a Public Hearing on the Budget before the regular meeting at 6:30 pm on May 17, 2021. A motion was made by Allison and supported by Al to approve the 2021 Meeting Dates as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
- b. **Mobile Hotspot Policy Revision** – We recently expanded our hotspot collection from 10 hotspots to 25 hotspots. Andrea is recommending that the Hotspot Policy be revised to allow a longer checkout period of 14 days and to reduce the overdue fine to \$2 per day. A motion was made by Dee Dee and supported by Veronica to approve the Mobile Hotspot Policy Revision as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
- c. **Agreement for CARES Act Distribution between Oakland County and Wixom Public Library** – The board packet contained the Agreement for CARES Act Distribution and Andrea discussed the agreement and procedure with the group. A motion was made by Dee Dee and supported by Al to approve the Interlocal Agreement with Oakland County for the Distribution of CARES Act Funding and authorize the

Board President to sign the agreement. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Veronica commented that the Wi-Fi is a great help to patrons during this time. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, November 23, 2020, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Al to adjourn the meeting at 7:46 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, November 23, 2020

1. **CALL TO ORDER:** Due to the capacity restrictions and social distancing requirements set forth in the MDDHS Director's Emergency Orders and the MIOSHA Rules, the meetings will be held electronically. Electronic participation is permitted by the Open Meetings Act as amended by 2020 PA 228. The meeting was called to order at 7:01 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Allison Wert.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the October 26, 2020, Regular Meeting was included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of October 26, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** There was no October invoice from the City on this expenditure report. There were no questions from the Board about the expenditures. A motion was made by Dee Dee and supported by Al to approve the expenditure report as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
6. **BUDGET REVIEW:** A budget review is not included in this board packet as tax revenue has not been updated since early August. Andrea did tell the group that we are doing well on our expenditures.
7. **DIRECTOR'S REPORT:** Andrea expects to see a draft the FY 2019-2020 audit soon. Plante Moran, the Library's auditors will present the audit at January's meeting. We received 35 to 40 applications for the part-time library clerk position. Winter programming will focus on virtual book clubs, story-times and take and make craft kits. We purchased 4 Chromebooks for checkout along with ChromeOS Management licenses. We have started the process with Ebsco Stacks to build a new website. TLN has a new director, Steven Bowers.
8. **UPDATE FROM CITY COUNCIL:** The City Hall and Community Center has returned to appointment only business. There were no other updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** We still cannot accept donations of books from the public because there is no space to store them. Andrea has been in contact with the Friends board members to see if they had any ideas for selling some of the books in the storage room to free up space for donations.

10. COMMUNICATIONS: There were no comments or suggestions this month.

11. UNFINISHED BUSINESS:

- a. **COVID-19 Response** – Wixom and Oakland County have seen a significant rise in cases of Covid-19 since late October. On November 15, a MDHHS Epidemic Order was released that implements stricter guidelines for gatherings and reduced library capacity to 30% occupancy. All other neighbor libraries returned to curbside on November 18. After consulting with our Board President and our neighboring library directors, Andrea made the decision to move the Library back to curbside services effective Wednesday, November 18. As of today, the City's Tree Lighting event has been moved to Friday, December 11. But that should not impact the Library since we are currently offering Curbside pickup of materials. Andrea will provide updates to the Board about the status of returning to the Grab & Go phase.

12. NEW BUSINESS:

- a. **Chromebook Policy** – In order to promote equitable access to online resources, the Wixom Public Library offers Chromebooks as a part of its circulating collection. The collection is meant for temporary uses such as education, employment, special projects, etc. We have purchased 4 new Chromebooks for check out. We also purchased a management license that enables us to disable the device if the Chromebook is not returned and allows us to ensure patron privacy. A motion was made by Veronica and supported by Al to approve the Chromebook Policy as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
- b. **Vacation Leave Approval M. Floyd** – The City's vacation leave policy states that full-time employees receive 2 weeks of vacation after 1 year of full-time employment. The Library Board has the option to approve vacation leave during the first year of employment and has done so in the past. Melitta has worked at the Library since 2017 and became full-time July 1. Andrea is requesting that the Library Board approve 1 week of vacation leave for Melitta Floyd upon 6 months of full-time employment. A motion was made by Dee Dee and supported by Al to approve one (1) week of vacation leave for Librarian Melitta Floyd upon six (6) months of full-time employment on January 1, 2021. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
- c. **Presentation of the FY 2019-2020 Annual Report** – The board packet contained the FY 2019-2020 Annual Report. The report included the annual goals and objectives of the Library, the finance report showing revenue and expenditures and highlights of programs and services offered during FY 2019-2020. The report also described what we did to serve Wixom patrons when Covid-19 hit. Dee Dee said it looked great and Andrea did a good job on it. Veronica asked if the report can be posted on social media.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Veronica asked if there was a way to re-promote Tutor.com. Andrea discussed the features of Tutor.com and said that was a good idea. Dee Dee said she forgot about Tutor.com and will access it. Jennifer appreciated the new auto renewal process when her items were due. There were no other comments from the Board.
15. NEXT MEETING DATE: The next meeting is Monday, January 25, 2021, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Dee Dee and supported by Al to adjourn the meeting at 7:51 pm.

Respectfully submitted,
Carol Barone, Executive Assistant