

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, February 28, 2022

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Veronica. Board members present: Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Christie Currier. Also present: Leah Gettings.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Dee Dee to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the January 24, 2022, Regular Meeting was included in the board packet. A motion was made by Allison and supported by Dulcie to approve the minutes of the Regular Meeting of January 24, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the February 2022 expenditure report. There were no questions from the Board about the expenditures. A motion was made by Dee Dee and supported by Allison to approve the February expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: A budget update for period ending February 28, 2022 was included in the board packet. Budget Amendments are included in this board packet to even out accounts.
7. DIRECTOR'S REPORT: Library Design visited in mid-February to look for possible solutions to increase the amount of shelving in the Teen area and will provide a proposal. The student library card drive with Commerce and Walled Lake libraries launched in late January and will run through mid-March. This has been very successfully with 39 students registering for a library card. One of our longtime Library Clerks has resigned. The position has been posted.
8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: There was no update from the Friends. Their February meeting was cancelled and will be rescheduled at a later date.
10. COMMUNICATIONS: We received a favorable card for the Baby Days story-time from a patron that was included in the board packet.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Appointment of Leah Gettings to Library Board of Trustees** – Jennifer Mulder resigned from the Library Board and her resignation letter is included in the board packet. Andrea

recommends that the Board appoint Leah Gettings to fill Jennifer's position. Leah has attended a few meetings to familiarize herself with the Library Board and is a regular library user. A motion was made by Dee Dee and supported by Allison to appoint Leah Gettings to fill the vacant position on the Library Board of Trustees. Motion passed unanimously.

- b. Programming Policy** – The board packet contained a new Programming Policy for the Board to review. The Library's attorney provided a policy that covers the purpose of the library programs, how programs are selected, and how patrons may express concerns about a particular program. A motion was made by Allison and supported by Dulcie to approve the new Programming Policy as written the board packet. Motion passed.
- c. Credit Card Policy Revision** – Our auditor recommended that our Credit Card Policy be updated to specify the Library employees that have credit cards and that purchases must comply with the Library's procurement policy and purchasing procedures. A motion was made by Dee Dee and supported by Allison to revise the current Credit Card Policy. Motion passed.
- d. FY 2021-22 Budget Amendments** – The board packet contained mid-year budget amendments for Board approval. We have seen a significant rise in cost to various library supplies and shipping fees. There is a higher than anticipated demand on digital services and digital materials cost much more than physical copies. The books and periodical account are now two separate accounts per auditor's recommendation. A motion was made by Dee Dee and supported by Allison to approve the FY 2021-22 Budget Amendments as presented in the board packet. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Allison asked Andrea to clarify how we are charged for digital materials on OverDrive. Andrea went over the statement that was in the board packet. Veronica wanted to know what services and programming we are keeping post pandemic. Andrea talked about virtual programming, books by mail and curbside pickup.

15. NEXT MEETING DATE: The next meeting is Monday, March 28, 2022, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:55 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant