

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, January 24, 2022**

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Christie. Board members present: Christie Currier, Jennifer Mulder, Dulcie MacQueen and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Delores (Dee Dee) Grant, Excused Absent: Veronica Simmons.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Jennifer to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. PRESENTATION: Library FY 2020-21 Audit by Plante & Moran. The Board was given copies of the Library's FY 2020-21 Audit and End of Audit Letter. Nicollette Acho from Plante & Moran was present via Zoom to discuss the audit with the group. The Library received an unmodified opinion the highest level for an audit again this year. She discussed the financial, income statements and the fund balance with the group. Our fund balance should be between 15-35% of our annual expenditures. We are currently at 42%. Our capital assets which include the Library's collection have Books and Periodicals under one account. They recommended those be separate accounts since those capital assets are depreciated at a different rate.
5. APPROVAL OF MINUTES: The minutes of the November 22, 2021, Regular Meeting and the December 8, 2021 Special Meeting was included in the board packet. A motion was made by Christie and supported by Jennifer to approve the minutes of the Regular Meeting of November 22, 2021. And a motion was made by Christie and supported by Jennifer to approve the minutes of the Special Meeting of December 8, 2021. Motions passed.
6. APPROVAL OF EXPENDITURES: The board packet contained the December 2021 and January 2022 expenditure reports. There were no questions from the Board about the expenditures. A motion was made by Jennifer and supported by Allison to approve the December and January expenditure reports as presented in the board packet. Motion passed.
7. BUDGET REVIEW: A budget update for period ending January 31, 2022 was included in the board packet. Andrea will be requesting budget amendments next month to even out accounts.
8. DIRECTOR'S REPORT: The Library will receive from ARPA funds through the cooperative for virtual programming equipment, outdoor programming kits and 3 laptops for patrons to checkout. We will also receive funds through the Lakeland Library Cooperative to be given to the TLN OverDrive group to purchase titles. New countertops have been installed and the painting project is nearing completion. Andrea has been working with the Commerce and Walled Lake library directors to start a combined school library card drive. The Community Reads program will start mid-winter with author event in April.
9. UPDATE FROM CITY COUNCIL: There was no update from City Council.

10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends are accepting donations again. Due to the surge in COVID cases the Friends delayed their January 18<sup>th</sup> quarterly meeting. They hope to reschedule a new date in February.

11. **COMMUNICATIONS:** There were suggestions requesting teen books that was forwarded to the Teen Librarian. The Washington Post newspaper was requested and we are checking into different subscription options and pricing. We have recently added the daily New York Times.

12. **UNFINISHED BUSINESS:**

- a. **Learning Corner Proposal** – Meijer had reached out to the Friends and donated \$5,000 toward the Learning Corner in the kids play area. Community Financial Credit Union will be contributing \$2,000 toward the project. We have set up a donation site on our website and the Friends have contributed \$2,000. A motion was made by Allison and supported by Jennifer to approve the purchase of the Learning Corner not to exceed \$14,475 with cost to be offset by donations.

13. **NEW BUSINESS:**

- a. **Election of Officers and Formation of Committees** – Officers were nominated and presented as follows: President – Veronica was nominated by Allison and supported by Christie. Vice President – Dee Dee was nominated by Allison and supported by Christie. Treasurer – Allison was nominated by Jennifer and supported by Christie. Secretary – Christie was nominated by Jennifer and supported by Allison. Budget Committee: Allison, Dulcie and Christie. Personnel Committee: Veronica, Jennifer and Dee Dee. Building Committee: Allison, Veronica and Christie. A motion was made by Christie and supported by Allison to approve the officers and committees. Motion passed.
- b. **2022 & 2023 Holiday Closings for TLN Shared System Calendar** – Andrea recommended, and the Board agreed that the 2022 Holiday Closings will remain as it was originally approved at the January 2021 board meeting. Traditionally, the Library has been closed on the Saturday before Memorial Day, the Saturday before Labor Day, and the Saturday after Thanksgiving. We have always been closed on the Saturday between Good Friday and Easter. In 2023, Christmas Eve and New Year's Eve occur on a Sunday, which would typically be observed on Monday. However, Christmas and New Year's Day fall on that Monday and are also paid holidays. Andrea discussed options with the group and the Board agreed that the best option was to close on Monday and Tuesday the weeks of Christmas and New Year's. A motion was made by Jennifer and supported by Allison to approve the 2022 & 2023 Holiday Closings for TLN Shared System Calendar. Motion passed.
- c. **Collection Development Policy Revision** – The board packet contained policy updates to our Collection Development and Display policies and a Request for Reconsideration of Library Material form. Our attorney recommends replacing our current policy to eliminate a few items that could be problematic during a materials challenge. A motion was made by Allison and supported by Christie to approve the revised Collection Development Policy. Motion passed.

- d. Display Policy Revision** – The Display Policy was last updated in 2010. Our attorney updated our Display Policy to expand on our current policy. A motion was made by Jennifer and supported by Allison to approve the revised Display Policy. Motion passed.
- 14. CALL TO THE PUBLIC: No comments from the public.
- 15. BOARD MEMBERS' COMMENTS: The Board welcomed the new board member and thanked Jennifer for her 8 years on the Board. Jennifer stated this would be her last meeting.
- 16. NEXT MEETING DATE: The next meeting is Monday, February 28, 2022, Regular Meeting at 7:00 p.m.
- 17. ADJOURNMENT: A motion was made by Allison and supported by Jennifer to adjourn the meeting at 7:51 p.m.

Respectfully submitted,  
Carol Barone, Executive Assistant