

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 25, 2021**

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, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone.
2. APPROVAL OF AGENDA: Andrea requested to amend the Agenda on item 13. New Business b. 2020 & 2021 Holiday Closings for TLN Shared System Calendar to change the years to 2021 & 2022. A motion was made by Jennifer and supported by Al 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 November 23, 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 November 23, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. PRESENTATION: Library 2019-20 FY Audit by Plante & Moran. The Board was given copies of the Library's 2019-20 FY Audit and Nicollette Acho from Plante & Moran was present electronically to discuss the audit with the group. She said the Library received an unmodified opinion the highest level for an audit again this year. Everything had been recorded properly. She recommended that we have a procedure to review a list of the Library's assets to make sure the City is capitalizing our assets correctly. The fund balance increased to 43% of the budget. Implementation of GASB 84 was also discussed.
6. APPROVAL OF EXPENDITURES: The board packet contained the December 2020 and January 2021 expenditure reports. There were no questions from the Board about the expenditures. A motion was made by Allison and supported by Al to approve the December expenditure report and a motion was made by Veronica and supported by Allison to approve the January expenditure report as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motions passed.

7. **BUDGET REVIEW:** A budget review was included in the board packet. Next month Andrea will request budget amendments to even out accounts and to include CARES Act funds into our budget.
8. **DIRECTOR'S REPORT:** We received a check from the Oakland County Local Government Partnership Program that distributed CARES grants reimbursing costs incurred due to COVID-19 expenses. The Library Privacy Act was amended in December and a summary from the Michigan Library Association was included in the board packet. Due to COVID-19 virtual meeting restrictions Andrea's evaluation was not conducted at the end of last fiscal year. Andrea recommended and the Board agreed that Andrea submit self-evaluations for both FY19-20 and FY20-21 at the April meeting and conduct the normal evaluation at the May 2021 meeting. Our wireless software license was up for renewal and it was determined that the access points were at end of life. Andrea ordered new access points from TLN that will offer stronger WiFi signals and incorporate newer wireless technologies.
9. **UPDATE FROM CITY COUNCIL:** There was no update from City Council.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** We have placed some of the Friends books out in the Library to sell. There was no other update from the Friends.
11. **COMMUNICATIONS:** There were no comments in suggestion box. Andrea included in the board packet 2 emails from patrons expressing their appreciation for the story-times and craft programs. The kids Fall into Reading challenge winner thanked us for the gift card.
12. **UNFINISHED BUSINESS:**
 - a. **COVID-19 Update** – The Library remained in the curbside phase of our reopening plan through December and most of January. We moved to a self-serve Grab & Go phase on Tuesday, January 19. Patrons can browse all the shelves and use the computers by appointment. However, staff will not provide hands-on assistance at a patron's computer where they come in close contact with patrons. The current MDHHS epidemic order continues to restrict Libraries at 30 % occupancy limits, requires remote work whenever feasible and in person Board Meetings are prohibited.
13. **NEW BUSINESS:**
 - a. **Election of Officers and Formation of Committees** – Officers were nominated and presented as follows: President – Christie was nominated by Allison and supported by Dee Dee. Vice President – Veronica was nominated by Dee Dee and supported by Jennifer. Treasurer – Dee Dee was nominated by Allison and supported by Jennifer. Secretary – Allison was nominated by Christie and supported by Jennifer. Budget Committee: Dee Dee, Al and Jennifer. Personnel Committee: Christie, Allison and Veronica. Building Committee: Dee Dee, Veronica and Allison. A motion was made by Jennifer and supported by Allison to approve the officers and committees. Roll

Call Vote: AI: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motions passed.

- b. 2021 & 2022 Holiday Closings for TLN Shared System Calendar** – Andrea recommended, and the Board agreed that the 2021 Holiday Closings will remain as it was originally approved at the January 2020 board meeting. Andrea talked about the Library traditionally being closed on the Saturday between Good Friday and Easter, the Saturday before Memorial Day, the Saturday before Labor Day, and the Saturday after Thanksgiving. In 2022, Christmas Day and New Year’s Day occur on Sunday. Andrea is requesting that we will be open on the Friday before the holiday but close on Monday, December 26, 2022, and Monday, January 2, 2023. A motion was made by Allison and supported by AI to approve the 2021 & 2022 Holiday Closings for TLN Shared System Calendar. Roll Call Vote: AI: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
 - c. Electronic Resources Review** – Andrea wanted feedback from the Board on our current and future electronic resources. There is an abundance of electronic resources available for the Library market and she wanted to make sure what we are offering meet the needs of our patrons. The board packet contained a detailed summary of the major electronic offerings available to public libraries with a description and estimated costs. Andrea broke down the report to show resources that are currently offered by us as well as other options we do not currently offer. The Board suggested that we move forward with Ancestry.com and CreativeBug. Andrea will get pricing for Value Line, Universal Class and BookFlix to review at February’s meeting. Andrea will also report back to the Board next month with a summary of pros and cons of offering video games for checkout.
14. CALL TO THE PUBLIC: No public present.
15. BOARD MEMBERS’ COMMENTS: The Board discussed about how we can best use excess money from the fund balance. With less patrons in the library it might be a good time to work on building improvements like removing wallpaper, painting, and reconfiguring the Craft Room. There were no other comments from the Board.
16. NEXT MEETING DATE: The next meeting is Monday, February 22, 2021, Regular Meeting at 7:00 p.m.
17. ADJOURNMENT: A motion was made by Allison and supported by AI to adjourn the meeting at 8:06 pm.

Respectfully submitted,
Carol Barone, Executive Assistant