

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, June 28, 2021

1. **CALL TO ORDER:** The meeting is being held electronically (a) because the City of Wixom has declared a State of Emergency and (b) as permitted by the Open Meetings Act, as amended by 2020 PA 254. The meeting was called to order at 7:02 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:** Requested by Andrea to amend the agenda under section 12 New Business, to add item c. Job Description. 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. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the Special Meeting of May 17, 2021; Regular Meeting of May 17, 2021; and Special Meeting of June 16, 2021 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 May 17, 2021; Closed Session of May 17, 2021; Regular Meeting of May 17, 2021; and Special Meeting of June 16, 2021. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the June 2021 expenditure report. The expenditures were all standard purchases and there were no questions from the Board. A motion was made by Jennifer and supported by Al to approve the June expenditure report as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update. Adjustments to the budget to even out accounts are included in the Budget Amendments included on the agenda. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** A new free program will be launched for all libraries in Michigan called TALK: Text and Learn for Kindergarten. It is designed to text parents with early literacy tips to get kids ready for school success. We received the first State Aid payment for \$5,803.94. We will receive the second payment in July which will be applied to the

FY 2020-21 budget. City Council approved the janitorial services contract with the same company we currently use. Andrea contacted City Manager Steve Brown and DPW Director Tim Sikma about the Library's significant concerns regarding the current cleaning quality and how the City would enforce the standards outlined in the new contract. We have received positive feedback on the Walk and Read signs at Gilbert Willis Park.

8. UPDATE FROM CITY COUNCIL: Andrea virtually attended the last city council meeting. City Council meetings will return to in person meetings in July.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: We are having one day book sales outside the Library on Thursdays during concerts. The donation bin is back in between the doors and we are now accepting donations. The Friends will return to sorting at the library in July.
10. COMMUNICATIONS: There were no suggestions or communications this month.
11. UNFINISHED BUSINESS:
 - a. **COVID-19 Response** – In June, the Library moved into phase 5 of the reopening plan. MIOSHA updated COVID-19 emergency rules to align with the federal OSHA guidelines and recommendation on mitigating the spread of COVID-19 in the workplace. Employers are still advised to follow CDC and federal OSHA guidance on COVID-19 precautions. Our policies have been revised to reflect the current OSHA and CDC guidance. The board packet contained a detailed list of the current policies and services that are now in place and discussed them with the group. The Board of Trustees will meet in person again starting with the July 26 meeting.
 - b. **FY 2021-2022 Strategic Goals** – At the May board meeting, Andrea presented the Board with a draft of the FY 2021-2022 Strategic Goals for discussion and feedback. Andrea incorporated their suggestions into this final draft that was included in the board packet. These goals will guide the Library over the next year as we develop a new long-term strategic plan in the fall. A motion was made by Veronica and supported by AI to approve the FY 2021-2022 Strategic Goals as presented in the board packet. Roll Call Vote: AI: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
12. NEW BUSINESS:
 - a. **Office Furniture Proposal** – The board packet contained proposal and layout documents from ISCG. ISCG has been used by several area libraries. Andrea discussed the proposal and furniture with the group. The proposed furniture and

installation cost utilizes the MiDEAL contract rates. A motion was made by Jennifer and supported by Al to approve the Office Furniture Proposal for \$8,599 as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.

- b. FY 2020-2021 Year-End Budget Amendments** – The year end budget amendments to balance out accounts were included in the board packet. The majority of craft room renovation expenses will occur in FY 21-22. A motion was made by Jennifer and supported by Dee Dee to approve the FY 2020-2021 Year-End Budget Amendments as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
- c. Job Description** – Andrea updated the Teen and Adult Librarian job description to reflect current responsibilities. A motion was made by Jennifer and supported by Al to approve the revised Teen and Adult Librarian job description as written. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Veronica asked about the janitorial issues we have been having and Andrea discussed them with the group.

15. NEXT MEETING DATE: The next meeting is Monday, July 26, 2021, Regular Meeting at 7:00 pm.

16. ADJOURNMENT: A motion was made by Al and supported by Dee Dee to adjourn the meeting at 7:45 pm.

Respectfully submitted,
Carol Barone, Executive Assistant