

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, May 17, 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) because of the capacity restrictions and social distancing requirements and as permitted by the Open Meetings Act, as amended by 2020 PA 254. The meeting was called to order at 7:00 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 Norman, OK, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** A motion was made by Allison and supported by Dee Dee 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 April 26, 2021, Regular Meeting were included in the board packet. A motion was made by Jennifer and supported by Veronica to approve the minutes of the Regular Meeting of April 26, 2021. 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 May 2021 expenditure report. Andrea talked about the two items that are not normally on this report. There were no questions from the Board. A motion was made by Jennifer and supported by Allison to approve the May expenditure report as written 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 a budget update. We are where we should be at this point during the fiscal year. Andrea will have end of the year budget amendments ready for the Board to review and approve at the next board meeting. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** We are working with the Friends to offer pop-up one day book sales this summer. Andrea is finalizing a newsletter highlighting different services, digital resources and recurring programs Wixom residents may not be aware of. It should be

mailed out in early June. We are working with a local author Maria Dismondy and her publisher Cardinal Press to install a Walk and Read at Gilbert Willis Park this summer. The summer reading program will be offered again online using Beanstack and will officially begin on June 1. We increased the frequency of Craft Kit programs for all ages and will have more prize pickups and kids' kits. Andrea reported Ancestry.com is extending their database for patrons to utilize to September 30, 2021. Jennifer appreciated the Be Active Bags. Andrea said they will be set out this week. Veronica asked Andrea if there was a way to tell if new patrons are participating in programs. Andrea will investigate that. Jennifer thought it was great that the Metro Parks are now included in the Michigan Activity Pass (MAP) program and suggested that information be added to our website and included in the newsletter.

8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: No new updates. There have not been any Friends meetings via Zoom just updates via email.
10. COMMUNICATIONS: There were no suggestions or communications this month.
11. UNFINISHED BUSINESS:
 - a. **COVID-19 Response** – The Library continues to operate in Grab & Go mode. Staff have started to transition schedules for a return to normal hours on June 1. Since the new mask order from MDHHS was announced late on Friday that information was not included in the board packet. MiOSHA orders have remained the same with masks required indoors and limited occupancy indoors. We are required to follow the orders of both MDHHS and MiOSHA. As the state starts lifting restrictions and increasing capacity limits, we will gradually shift into phase 5 of our reopening plan. Capacity limits in the library have not changed so librarians are discussing outdoor programming for story-times and book clubs. Allison asked if there is anything we need to have to do outdoor programming in the courtyard like camp chairs and blankets. Andrea checked with other libraries and they are suggesting patrons bring their own chairs and blankets since we cannot clean those items.
 - b. **Capital Improvement Updates** – Building projects updates were detailed in the board packet. The Craft Room renovation bid documents went out to multiple constructions firms and the bids are due Tuesday, June 8. Once the bidding process is completed Andrea will contact Christie to request a special board meeting to approve a proposal so that the project can move forward. Andrea is working with Interior Systems Contract Group on new office furniture. We can utilize a statewide bid process through MiDEAL that will significantly reduce the costs for the Children's and Director's office furniture. Andrea also discussed the

removing wallpaper and painting project quote coming in over \$25,000, therefore, per our procurement policy it must go through a formal bid process.

12. NEW BUSINESS:

- a. **FY 2021 – 2022 Strategic Goals** – The board packet contained a draft of the 1-year Strategic Goals and Initiatives for the Board to review and provide feedback. Veronica thought it was helpful and covered a broad range of goals. A discussion about how we can best provide marketing and branding at the Library. Jennifer suggested promoting the arts. Dee Dee talked about having monthly series and educational lectures. Andrea will incorporate these suggestions into the goals and will have an additional draft available at the June meeting for the Board's input and approval.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Jennifer said she used BookFlix and it was great. There were interactive questions about the book, and she received additional book suggestions. Also, she wanted to thank Emily for helping her find books for her daughter. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, June 28, 2021, Regular Meeting at 7:00 pm.

16. ADJOURNMENT: A motion was made by Allison and supported by AI to adjourn the meeting at 7:49 pm.

Respectfully submitted,
Carol Barone, Executive Assistant