

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

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Delores (Dee Dee) Grant, Jennifer Mulder, and Allison Wert. Absent: Veronica Simmons. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: A motion was made by Jennifer and supported by Dee Dee to approve the minutes of the minutes of the Regular Meeting of September 27, 2021. Motion passed.
5. APPROVAL OF EXPENDITURES: Andrea discussed the expenditures with the group. A motion was made by Jennifer and supported by Allison to approve the expenditures as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the budget update for period ending 10/31/2021. We are right where we expect to be at this point.
7. DIRECTOR'S REPORT: Andrea discussed the increase for State Aid for libraries. Andrea is finalizing the RFP document for wallpaper removal and paint. The Librarians are planning to shift some adult collections to create more space for the most in demand collections. Andrea talked about the delays in receiving materials from our main book vendor. Allison asked what we are doing with the programming during the winter. Andrea talked about bringing programs indoors and adding additional programs if demand increases and COVID cases decline. We are experiencing high demand for grab and go programs and crafts with less patron participation for in-person programs.
8. UPDATE FROM CITY COUNCIL: There wasn't any update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends had a very successful book sale with over \$5,000 in sales. Their quarterly meeting is tomorrow.
10. COMMUNICATIONS: There were no communications this month.
11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **Meeting Dates 2022** – The board packet contained the proposed 2022 Board of Trustees Meeting Dates. The meeting dates are occurring on the 4th Monday of the month at 7:00 p.m. The Public Hearing on the Budget will occur during the regular meeting on May 23, 2022. A motion was made by Allison and supported by Dee Dee to approve the Meeting Dates for 2022. All in favor. Motion passed.

- b. **Request to Close at 4 p.m. on Friday, December 3** – The City of Wixom Tree Lighting Festival will be held on Friday, December 3 from 5-11 p.m. The parking lot is usually blocked off to the Library for this event and we would need more staffing to adequately manage the crowds. The Library is hosting the annual Gingerbread House program for families the next day on Saturday, December 4. We need enough staff to run the event Saturday and staff the Library Friday. Andrea is recommending that the Library close two hours early at 4:00 p.m. on Friday, December 3. A motion was made by Dee Dee and supported by Al to close the Library at 4:00 p.m. on Friday, December 3. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Allison discussed the communication she received from the school regarding students not learning at their potential. Andrea will reach out to the schools to give them information about tutoring and other resources the library has to help students. There were no other comments.

15. NEXT MEETING DATE: The next regular meeting is Monday, November 22, 2021 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:27 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant