

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, September 27, 2021**

1. **CALL TO ORDER:** The meeting was called to order at 7:04 p.m. by Veronica. Board members present: Al Boyko, Jennifer Mulder, Veronica Simmons, Allison Wert. Excused Absent: Christie Currier, Absent: Delores (Dee Dee) Grant.

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 agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Al to approve the minutes of the minutes of the Regular Meeting of August 23, 2021. A motion was made by Al and supported by Veronica to approve the minutes of the Special Meeting of August 30, 2021. Motions 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 a budget update. The budget amendments from last month were not included in this budget update. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** The Library has had issues throughout the summer with one of the HVAC units not working correctly resulting in high temperatures and humidity in some areas of the building. DPW has met with multiple companies and has determined that the unit needs to be replaced along with one other unit. The bidding process has started and will have to be approved by City Council. The day before the new Teen & Adult Librarian was supposed to start, she emailed stating she would not be starting. Andrea is working on other options and discussed them with the Board. The new computer print and time management software, Envisionware, was installed and is running significantly smoother than SAM.
8. **UPDATE FROM CITY COUNCIL:** There were no updates from City Council. Andrea will attend the meeting when the HVAC replacement is on the agenda.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends Fall Used Book Sale will run from September 29 through October 2 in the Library.

10. COMMUNICATIONS: There was one comment about book selections for the read a romance display.
11. UNFINISHED BUSINESS:
  - a. **Proposed DDA Plan Revision** – The City is now meeting with different entities in the County. The board packet contained an email with the City regarding partnership set-up and survey responses from area libraries regarding DDA tax captures.
12. NEW BUSINESS:
  - a. **Capital Improvement Projects** – The Library is slated to spend \$69,611 from the fund balance this year on capital improvement projects and a couple of other unbudgeted items. The majority of expenses are allocated to the Children’s Craft Room remodel that was originally planned for late last fiscal year. Andrea wanted to start a conversation on projects that need to be considered. Wallpaper removal and paint throughout the Library would be a high priority. The Board agreed and Andrea will put that out to bid. Countertops need to be replaced at the Circulation Desk and Children’s Reference Desk. The wood trim is in rough shape and keeps splintering and coming off and DPW has been called numerous times to sand and reattach the wood trim on the countertops. Andrea recommends that the countertops be replaced with a more durable material and would be a relatively small project. Individual study rooms will be the next goal based on patron requests. Veronica suggested that Andrea get pricing on replacing the oak book cases with a darker wood or metal finish.
13. CALL TO THE PUBLIC: No comments from the public.
14. BOARD MEMBER’S COMMENTS: Allison commented that she loved the renovation in the craft room. There were no other comments from the Board.
15. NEXT MEETING DATE: The next regular meeting is Monday, October 25, 2021 at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Allison and supported by AI to adjourn the meeting at 7:41 p.m.

Respectfully submitted,  
Carol Barone,  
Executive Assistant