

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, April 25, 2022

1. CALL TO ORDER: The meeting was called to order at 7:02 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Delores (Dee Dee) Grant.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Dulcie to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the March 28, 2022, Regular Meeting were included in the board packet. A motion was made by Allison and supported by Leah to approve the minutes of the Regular Meeting of March 28, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report and there were no questions from the Board. A motion was made by Leah and supported by Dulcie to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update for period ending April 30, 2022. The update included the first state aid payment of \$8,389.84. There were no questions from the Board.
7. DIRECTOR'S REPORT: The DDA captures a portion of the Library's millage. Andrea joined the DDA Design Committee and will be attending the DDA annual meeting on Tuesday, April 26. Andrea talked about the Books by Mail service that will allow us to mail books and other materials to Wixom residents who are homebound or have disabilities that make it difficult to visit the Library. We received 300 COVID test kits from MDHHS to hand out to community members. We are distributing kits via curbside.
8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Spring Used Book Sale will be held May 18 through May 21. They have cut off donations until after the spring sale due to a lack of storage space. The Wixom Library Friends minutes from April 12, 2022 meeting were included in the board packet.
10. COMMUNICATIONS: There was one suggestion about having a seed exchange library.
11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **FY 2022-2023 Budget Draft** – The Budget Committee met on April 13 to review each account and minor adjustments were made based on budget committee feedback. A draft of the FY 2022-2023 Budget along with the Budget Preparation Worksheet, Budget Narrative and a Budget Detail Sheet is included in the board packet. Andrea discussed the Budget Draft with the Board. It is a balanced budget and the fund balance remains at 30%.
- b. **Space Plan Proposal** – The Library hasn't had a space plan conducted since 2007. A new plan will assess how to better utilize our space for future planning. The board packet contained an Interior Consulting and Space Planning Services proposal from Library Design Associates. A motion was made by Allison and supported by Christie to approve the Space Plan Proposal from Library Design not to exceed \$7,000. Motion passed unanimously.
- c. **ADA Policy Revision** – The board packet contained a news article from Foster Swift regarding the Michigan Attorney General new opinion about the Michigan Open Meetings Act and Americans with Disabilities Act. Our lawyer reviewed our current ADA policy and made revisions. The board packet contained the Library's old ADA policy and the new ADA Policy revision. A discussion was held. A motion was made by Allison and supported by Leah to approve the ADA Policy Revision as written in the board packet. Motion passed unanimously.
- d. **TBS ScanEZ Proposal** – The Library currently provides faxing service through RingCentral. Our dedicated fax line was cut when the parking lot was repaved in 2019. There are no traditional phone lines in the building. The faxes are increasingly slow to send or fail due to quality issues. Andrea has been checking options that would work for our building that do not require a traditional phone line. The board packet contained the TBS ScanEZ Proposal with two options for payment and ScanEZ Product Overview. Andrea talked about the features and advantages of providing this service. A motion was made by Leah and supported by Christie to approve the TBS ScanEZ Proposal using the 5 year payment plan. Motion passed unanimously.
- e. **Distribution of Director evaluation materials** – The board packet contained a memo requesting that the Library Director's evaluation be held in a closed session. The Open Meetings Act requires the Director makes this request to the Board in writing.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Allison commented that it was great to see more Library information posted on Facebook. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, May 16, 2022, Special Meeting at 6:30 p.m. Due to board members absences we will not have a quorum at the next Regular Board meeting on May 23, 2022, and therefore, it has been cancelled.
16. ADJOURNMENT: A motion was made by Christie and supported by Dulcie to adjourn the meeting at 7:53 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant