

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, August 22, 2022 – 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:04 p.m. by Veronica. Board members present: Leah Gettings, Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Christie Currier.
2. **APPROVAL OF AGENDA:** A motion was made by Allison and supported by Dee Dee to approve the amended agenda as presented in the board packet. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of June 27, 2022 were included in the board packet. A motion was made by Leah and supported by Allison to approve the minutes of the Regular Meeting and the Closed Session of June 27, 2022. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the July and August 2022 expenditure reports. There were no questions from the Board. A motion was made by Dee Dee and supported by Leah to approve the July and August expenditure reports as written in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet did not contain a budget update due to revenue still coming in that needs to be shifted to FY 21-22. A budget review will be available at the September board meeting.
7. **DIRECTOR'S REPORT:** The Library received a check in the amount of \$25,690.93 for our share of Oakland County's FY 21-22 penal fine distribution. We also received our second State Aid check for \$8,507.90 that will be included in the FY 21-22 budget. Andrea and Sara met with Library Design to discuss our biggest space issues and features we would like in the new space plan. They will update our current floor plan drawings and once that is completed, they will attend a Board meeting for feedback from the Board members.
8. **UPDATE FROM CITY COUNCIL:** At their July 26 meeting City Council approved wage adjustments for Clerks and a 3% raise for non-union positions.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends quarterly meeting minutes are included in the board packet. They approved spending for programming, some

OverDrive Advantage purchases and 3 new iPad replacements for the Children's department.

10. COMMUNICATIONS: A letter thanking the Mom's Club of Wixom for their donation toward early literacy toys was included in the board packet.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Job Description Updates** – Updated job descriptions were included in the board packet. A motion was made by Allison and supported by Dee Dee to approve the Job Description updates for the following positions: Page, Circulation Clerk, Executive Assistant, Children's Librarian, Teen & Adult Librarian, Adult Librarian, Adult & Support Services Librarian, and Head of Youth Services as written in the board packet. Motion passed.
 - b. **Audit Services Proposal** – The board packet contained a Proposal for Professional Auditing and Consulting Services from Rana Emmons, representing PSLZ. The Board discussed the audit proposal. A motion was made by Dee Dee and supported by Leah to approve the Audit Services Proposal for a cost not to exceed \$8,500 as presented in the board packet. Motion passed.
 - c. **Playground Discussion** – Andrea discussed the DDA Design Committee ideas about the future playground with the group. The Library would like the playground to be fully inclusive for children with different physical and cognitive abilities. Andrea included an Inclusive Playground Design brochure in the board packet. She asked for input from the Board on features they would like to see incorporated and those ideas will be presented at the September 12 joint meeting with DDA Board and Parks & Recreation Commission.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: No comments from the Board.
15. NEXT MEETING DATE: The next meeting is Monday, September 26, 2022, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Leah and supported by Allison to adjourn the meeting at 7:43 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant