

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 23, 2023 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director.
2. APPROVAL OF AGENDA: A motion was made by Christie and supported by Allison to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of November 28, 2022, were included in the board packet. A motion was made by Dee Dee and supported by Dulcie to approve the minutes of the Regular Meeting of November 28, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure reports for December 2022 and January 2023. A motion was made by Leah and supported by Dee Dee to approve the expenditure reports as presented in the board packet. Motion passed.
6. BUDGET REVIEW: A budget update was included in the board packet. Andrea noted that we are earning more interest income revenue than in recent years.
7. DIRECTOR'S REPORT: Andrea discussed the upcoming changes to the minimum wage and sick leave laws expected to go into effect February 19. The minimum wage update only affects the Library's pages but the Library may need to look at all wages during the budget process to keep the differentials between different positions. The Library has several outreach events with schools planned including monthly story-times for the GSRP classes at Wixom Elementary, partnering with Wixom Elementary for a 10 week engagement program for ESL families, and attending Family Night at Walled Lake Elementary.
8. UPDATE FROM CITY COUNCIL MEETINGS: There were no updates from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends made \$472 from their holiday sets sold in November and December.
10. COMMUNICATIONS: There were no communications this month.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **FY 2021-2022 Audit**

The 2021-2022 Audit was reviewed and there were no significant findings during the audit process. The Board discussed the communication issues with the new auditor and

that the auditor filed the audit after the State of Michigan deadline. Andrea will be speaking with the City's audit firm and the City's Finance Director Marilyn Stamper about options for next fiscal year's audit.

b. 2024 Holiday Closings

The board packet contained the proposed 2024 holiday closings based on paid City holidays. The holiday schedule is provided to TLN to ensure no due dates or fines are issued on dates the Library is closed. A motion was made by Allison and supported by Leah to approve the 2024 Holiday Closings as presented in the board packet. Motion passed.

c. Election of Officers and Formation of Committees – Officers were nominated and presented as follows:

President – Veronica was nominated by Allison and supported by Dee Dee.

Vice President – Leah was nominated by Allison and supported by Christie.

Treasurer – Dulcie was nominated by Dee Dee and supported by Allison.

Secretary – Allison was nominated by Leah and supported by Christie.

Budget Committee: Dulcie, Allison, and Leah.

Building Committee: Veronica, Dee Dee, and Dulcie

Personnel Committee: Veronica, Dee Dee, and Christie.

A motion was made by Christie and supported by Dee Dee to approve the officers and committees. Motion passed.

13. CALL TO THE PUBLIC: An anonymous member of the public commented it was a nicely run meeting.
14. BOARD MEMBERS' COMMENTS: Allison asked about the incident report included in the board packet and Andrea provided an update that the patrons had received a 2 week ban. Andrea also spoke to Chief Langmeyer in the Police Department about the issue. There were no additional comments.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, February 27, 2023 at 7 p.m.
16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:36 p.m.