

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, June 27, 2022 – 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:05 p.m. by Veronica. Board members present: Christie Currier, Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Leah Gettings.
2. APPROVAL OF AGENDA: A motion was made by Christie and supported by Dee Dee to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the Special Meeting of May 16, 2022 were included in the board packet. A motion was made by Allison and supported by Christie to approve the minutes of the Special Meeting of May 16, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the June 2022 expenditure report. The expenditures were all standard purchases. The Board wanted clarification about what is included in the City of Wixom services. A motion was made by Dee Dee and supported by Allison to approve the June expenditure report as written in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update for period ending 6/30/2022. Adjustments to the budget to even out accounts are in the Budget Amendments that will be discussed later in this meeting. There were no questions from the Board.
7. DIRECTOR'S REPORT: Plante Moran contacted us to see if we would be interested in using a smaller accounting firm for our annual audit. It would be a cost savings for us. Andrea met with them and will have a proposal for the Board to review at a future meeting. Summer reading has started and registration has increased over last year. The Wage & Salary Committee will be meeting and on their agenda is the wage adjustment for part-time clerks. Andrea is waiting for them to meet before she updates a number of job descriptions. The City has issued an RFP for janitorial services and it is expected that costs will increase. Veronica asked Andrea about the status of the air conditioning units. DPW had our current HVAC contractor repair the unit that was completely non-functional. They were able to get it working for now. Andrea will keep the Board informed on when the two units will be replaced.

8. UPDATE FROM CITY COUNCIL: There was no update.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends raised a little over \$4,300 during the Spring Book Sale.
10. COMMUNICATIONS: There was one comment about the Library obtaining the Epic website but, unfortunately, they do not offer a subscription option for libraries. There were also a couple of compliments for staff this month.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **FY 2021-2022 Budget Amendments** – The board packet contained the budget amendments to close out accounts at the year end. Utilities are much higher this year and there are minor adjustments to other accounts. A motion was made by Dee Dee and supported by Christie to approve the FY 2021-2022 Budget Amendments as written in the board packet. Motion passed.
 - b. **Consideration of holding a Closed Session under section 8(a) of the Open Meetings Act to conduct the annual evaluation of the Library Director** – A motion was made by Allison to meet in closed session for the purpose of the annual personnel evaluation of the Library Director. The motion was seconded by Dee Dee and a roll call vote was held: Christie, Dee Dee, Dulcie, Veronica and Allison. Motion passed.

The Board entered into Closed Session at 7:27 p.m.

A motion was made by Christie to return into an Open Session. The motion was seconded by Dee Dee and a roll call vote was held: Christie, Dee Dee, Dulcie, Veronica and Allison. Motion passed.

The Board returned into Open Session at 7:48 p.m.

13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: Christie said "Great job Andrea". There were no other comments from the Board.
15. NEXT MEETING DATE: The next meeting is Monday, July 25, 2022, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Dee Dee to adjourn the meeting at 7:50 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant