

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, March 28, 2022

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 and Carol Barone, Executive Assistant.
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 public present.
4. APPROVAL OF MINUTES: The minutes of the February 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 February 28, 2022. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the March 2022 expenditure report. There were no questions from the Board about the expenditures. A motion was made by Leah and supported by Christie to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: A budget update for period ending March 31, 2022, was included in the board packet. The update included last month's budget amendments. There were no questions from the Board.
7. DIRECTOR'S REPORT: The Library of Michigan certified our new service population of 17,193 which means we should receive approximately \$16,780 in State Aid compared to the \$11,700 budgeted. Andrea discussed the shelving costs. Our white boards in the meeting room were replaced due to the finish being destroyed. The Winter Reading Challenge ends at the end of the month. The Summer Reading program will start on June 1.
8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: There was no update from the Friends. Their next meeting is scheduled for April 12.
10. COMMUNICATIONS: There was no comments or suggestions this month.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **FY 2022-2023 Budget Discussion** – The board packet contained a FY 2022-2023 Budget Preparation report and Andrea asked for feedback from the Board on budget priorities.

The Board discussed and prioritized increasing funding for electronic resources, part-time wage adjustments, and conducting a space needs assessment. Once she has final revenue figures from the City she will schedule a meeting with the Budget Committee in April, followed by further discussion at the next board meeting.

- b. Establishment of a Public Hearing date to adopt the FY 2022-2023 Library Budget** – The Library Board is required to hold a public hearing on the proposed FY 2022-2023 Library budget and the Board must adopt the budget prior to the May City Council meeting. A motion was made by Dee Dee and supported by Leah to schedule a Special Meeting on May 16, 2022, for a public hearing to adopt the FY 2022-2023 Library Budget. Motion was approved unanimously.

- c. Teen Shelving Proposals** – There was a shelving unit in the Teen area that was pieced together and recently fell apart while moving it. Andrea contacted Library Design to get a quote on a new bookcase. She talked about wanting to make a better space for the Teens and the need for more shelving. When the Library was built, we didn't have a Teen area. Andrea recommended that we contact Library Design to conduct a space assessment in the library to determine best use of space and how we can increase shelving space. The Board discussed and thought it would be best to replace the broken unit for now and wait for the space assessment to move forward with plans for additional shelving in the Teen area.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Allison commented on the CHAT meeting minutes that were included in the board packet. There was good information in it. Dee Dee suggested that since the DDA captures some of the library's millage that the Library should be more involved in the events planned and participate in things they do.

15. NEXT MEETING DATE: The next meeting is Monday, April 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 7:40 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant