

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, June 26, 2023 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:18 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Delores (Dee Dee) Grant and Dulcie MacQueen.
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 Regular Meeting of May 22, 2023 were included in the board packet. A motion was made by Christie and supported by Leah to approve the minutes of the Regular Meeting of May 22, 2023 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report. There were no questions from the group. A motion was made by Leah and supported by Allison to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update through last week was included in the board packet. We received more revenue than expected. Year-end budget amendments to even out accounts are on the agenda for Board members to review and approve. There were no questions from the Board about the budget update.
7. **DIRECTOR'S REPORT:** Andrea discussed the increases to revenue accounts from interest income and Local Community Stabilization funding. The Library had a tent at the fireworks event last Thursday and distributed giveaways and summer reading information. We have been having behavior issues with young teens during the Thursday night concerts. It is affecting other patrons' ability to use the library and playground area. Andrea spoke with the police chief and a lieutenant about the behavior problems and they will send officers to do walkthroughs to help curb the bad behavior. Andrea also talked about the Summer Reading Program.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** City Council approved their budget and the Library's millage collection rate at their last meeting. Andrea will be attending the City Council meeting tomorrow.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends did not have their quarterly meeting in June.
10. **COMMUNICATIONS:** There was one thank you card from a patron.
11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. NEW BUSINESS:

- a. **FY 2022-2023 Year-End Budget Amendments:** Andrea discussed the Budget Amendments to even out accounts with the group. Most of the increased revenue will go into the fund balance for future projects such as the study rooms. A motion was made by Allison and supported by Christie to approve the FY 2022-2023 Year-End Budget Amendments as written in the Board packet. Motion passed.
- b. **2023-2025 Audit Proposals:** Plante Moran provided audit services for the Library for many years but is eliminating their library audit services. We had used a new audit services firm last year but encountered numerous issues during last year's audit and it was filed late with the State of Michigan. Andrea received recommendations from Plante Moran for new firms. Proposals, fee schedules, and detailed information for two firms was in the board packet. She contacted references for the two firms and recommended Gabridge & Company. The Board discussed and a motion was made by Allison and supported by Christie to approve the Gabridge & Company proposal for audit services for fiscal years ending June 30, 2023 through June 30, 2025 pending confirmation that we could end services if the scope of work and timeline deadlines are not met after the first year. Motion passed.
- c. **Patron Behavior Policy Revision** After recent behavioral issues that were not addressed clearly in our current policy, Andrea sent our current policy to the Library's attorney for review and updating. Our attorney recommends separating the violations portion of the policy into its own policy so that it can be applied to other Library policies as well. Included in the Board packet is our current Behavior Policy and two options for a revised version of the Patron Behavior Policy along with a new Violations Enforcement Policy. A motion was made by Christie and supported by Allison to approve Option 1 of the Patron Behavior Policy revision as presented in the Board packet. A motion was made by Allison and supported by Leah to approve the Violations Enforcement Policy as presented in the Board packet. Motions passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: There were no comments from the Board members.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, July 24, 2023 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Christie to adjourn the meeting at 7:58 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant