

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF SPECIAL BOARD MEETING
Monday, May 16, 2022

1. CALL TO ORDER: The meeting was called to order at 6:33 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Arrived Late: Delores (Dee Dee) Grant.
2. APPROVAL OF AGENDA: A motion was made by Christie and supported by Leah to approve the agenda as presented. Motion passed.
3. PUBLIC HEARING: Fiscal Year 2022 – 2023 Proposed Library Budget. A public hearing was opened at 6:35 p.m. for consideration of the Proposed Library Budget for Fiscal Year 2022-2023. No members of the public were present.
4. APPROVAL OF MINUTES: The minutes of the April 25, 2022, Regular Meeting were included in the board packet. A motion was made by Allison and supported by Dulcie to approve the minutes of the Regular Meeting of April 25, 2022 as written. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report. It is very short this month due to the early meeting date. There were no questions from the Board. A motion was made by Leah and supported by Christie to approve the expenditure report as presented in the board packet. Motion passed.
6. DIRECTOR'S REPORT: The space plan will start with Library Design meeting with Andrea and a few staff to get feedback. They will look at our furniture and collection layout to provide better use of space. Library Design will attend a meeting with the Board sometime this summer to discuss the process and obtain Board feedback on space needs. The City is still waiting for new HVAC units to arrive from the manufacturer. The Library will have to close for installation as it involves cranes on the roof. Our Children's Department staff have scheduled school visits about summer reading. Reading logs will also be distributed directly to the elementary classes. We have coordinated with Commerce and Walled Lake to try to do summer reading outreach at the middle and high school grades.
7. UNFINISHED BUSINESS:
 - a. **Adoption of FY 2022-2023 proposed Library budget.** The board packet contained the 2022-2023 Proposed Library Budget. A motion was made by Allison and supported by Christie to approve the FY 2022-2023 Proposed Library Budget and budget resolution as written. A roll call vote was held. Allison (yes), Leah (yes), Veronica (yes), Christie (yes) and Dulcie (yes). Motion passed unanimously.

8. NEW BUSINESS:
 - a. **Fax Policy Revision.** The fax fee structure has not been updated since 2008. The current fax charges are \$1.00 per page for a 248 area code and \$1.50 per page for all other area codes. Andrea reviewed fax fees at libraries in the area and they vary. She is recommending we charge \$1.00 per page for faxing for any area code in the United States. A motion was made by Christie and supported by Dulcie to revise the Fax Policy as written in the board packet. Motion passed.
9. CALL TO THE PUBLIC: No public present.
10. BOARD MEMBERS' COMMENTS: Allison offered a programming suggestion about having a virtual social media wellness program geared toward parents and kids. Veronica asked about the Summer Reading incentives and Andrea discussed them with the group. There were no other comments from the Board.
11. NEXT MEETING DATE: The next Regular Meeting is Monday, June 27, 2022 at 7 p.m.
12. ADJOURNMENT: A motion was made by Allison and supported by Christie to adjourn the Special Meeting at 6:53 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant