

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, August 11, 2025 7:00 p.m.**

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Dee Dee. Board members present: Al Boyko, Jen Griffen, Delores (Dee Dee) Grant, Dulcie MacQueen and Veronica Simmons. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Also Present: Becky Spagnuolo. Excused Absent: Leah Gettings.
2. APPROVAL OF AGENDA: A motion was made by Veronica and supported by Al 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 June 23, 2025, was included in the board packet. A motion was made by Veronica and supported by Al to approve the minutes of the Regular Meeting of June 23, 2025 as written. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report listing expenditures by FY 2024-25 and FY 2025-26. Due to no meeting in July, the report contained expenditures from June and July. There were no questions from the Board. A motion was made by Veronica and supported by Jen to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The Budget Update for Fiscal Year 2024-2025 was included in the board packet. The Penal Fines check and second State Aid payment are not showing in this report. When they are posted, they will be transferred into the FY2024-25 account. There were no questions from the Board.
7. DIRECTOR'S REPORT: We received our MMRMA insurance revenue distribution in late June, totaling \$1,481.

We received our second FY 2024-25 State Aid to Libraries payment of \$9,458.58.

Andrea attended the TLN Director's meeting and the Library of Michigan Director's meeting. The state budget is still uncertain due to uncertainties with federal funding.

Andrea participated in the committee to review the janitorial contract bids. The new Janitorial company will start on September 1.

The Friends quarterly meeting was rescheduled from July 8 to August 5.

8. UPDATE FROM CITY COUNCIL MEETINGS: City Council approved the new janitorial contract with RNA Facilities Management. They also approved annual raises for employees in late June.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends quarterly meeting was held on August 5. They approved all of our fall program requests, funding for an employee recognition program, and reviewed their plans for the fall book sale.
10. COMMUNICATIONS: There were no comments in the suggestion box this month.
11. UNFINISHED BUSINESS:
 - a. **Craft Room Walls:** The Craft Room is utilized for a lot of programming and the walls receive considerable damage due to tables and chairs being moved. Andrea has been looking at various options for the Craft Room walls that included painting and repairing the wall damage to wall coverings for protecting the walls from further damage. The board packet contained information, pictures and quotes for each option. The Board requested Andrea to get pricing for the wall covering to be at table height down to the floor. She will have the information at the next meeting.
 - b. **Study Room Furniture:** At the June meeting, the Board selected the TMC Wyoming Chair option for the 10 study room chairs. The Board was interested in adding a cutout option for the chairs. The board packet contained a Wyoming chair cutout overview and added cost per chair. Andrea and the Board discussed options for the cutouts. The Board would like a quote for a custom logo cutout.
12. NEW BUSINESS:
 - a. **Patron Point:** Andrea has been looking for an easier way for patrons to register and renew library cards. The Board packet contained a quote from Patron Point and Andrea provided an overview of the product for the Board to review. The Board asked Andrea to check with Novi and Commerce libraries that currently use Patron Point for usage statistics. Andrea will also provide the Board with a list of everything this service provides. The Board will discuss further at the next board meeting.
13. CALL TO THE PUBLIC: No comments from the public.
14. BOARD MEMBERS' COMMENTS: Dee Dee commented that the staff work anniversary acknowledgements and employee recognition are a good idea and the Board agreed.

APPROVED: SEPTEMBER 22, 2025

15. NEXT MEETING DATE: The next Regular Meeting is Monday, September 22, 2025 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jen and supported by Al to adjourn the meeting at 7:44 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant