

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, February 26, 2024 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:02 p.m. by Allison. Board members present: Leah Gettings, Delores (Dee Dee) Grant, Jen Griffen, Dulcie MacQueen and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Veronica Simmons.
2. APPROVAL OF AGENDA: A motion was made by Dee Dee and supported by Leah 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 January 22, 2024, were included in the board packet. A motion was made by Jen and supported by Dulcie to approve the minutes of the Regular Meeting of January 22, 2024 as written. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report for February 2024. A motion was made by Leah and supported by Jen to approve the February expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: A budget update for period ending February 29, 2024 was included in the board packet. The State revised the chart of accounts and the majority of the Library's budget account numbers have changed. Because of the change, the order of those accounts has moved on the budget update. There were no questions from the Board.
7. DIRECTOR'S REPORT: Our bank credited our account in January to replace the Baker & Taylor check that was fraudulently cashed in August. The board packet contained architectural drawings for the study rooms and Andrea discussed the progress with the group. We are working with the City to include our study room project with other City's projects. The RFP is being finalized and should be out to bid soon. Andrea met with staff from Parks & Recreation, DPW and the DDA about the new playground in the Library courtyard. The group decided on a two-structure playground aimed at kids aged 5-12 and the other for 2-5. New picnic tables and benches will also be installed. Renderings of the project were included in the board packet. Installation is planned for June. Andrea also talked about purchasing a couple of outdoor musical instruments to be installed around the playground. The Friends approved \$500 to create an expanded Library of Things collection for adult items.
8. UPDATE FROM CITY COUNCIL MEETINGS: There were no updates from City Council. Andrea will attend the March 12 meeting.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends met on Tuesday January 30 and they approved all of our funding requests.

10. COMMUNICATIONS: There were two suggestions this month. One was a request for a music CD and the other for a DVD. We have added them to our collection.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Temporary Staffing:**

Andrea talked about the busy summer months and the need for temporary staffing due to staff leaves. She updated the library assistant job description. Two of our high school pages are graduating and Andrea recommended that they be promoted to library assistants until they leave for college in August. This option allows for a short-term staffing increase without long-term costs. A motion was made by Jen and supported by Dulcie to approve the Library Assistant position as presented in the board packet and allow the Library Director to fill the position as needed. Motion passed.
 - b. **RFID Discussion:**

The Library uses an older security technology in all of our materials that uses tattletape in each item, called EM technology. There is a newer, widely used technology called RFID that most libraries use now. The board packet contained a RFID informational packet from Bibliotheca that includes price comparisons with the RFID and EM system. Some of the advantages with the RFID system are the patron self-check kiosks are easier to use and it allows staff to check in items faster and with more accuracy. In addition, RFID provides more options for technology like 24/7 pickup lockers. The board would like to continue looking at this. Andrea will conduct additional research and will report back to the Board.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: Jen asked about the Genesse library joining the library system co-op and Andrea discussed the process. Dee Dee would like to see more information about the musical garden at a future meeting.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, March 25, 2024 at 7 p.m.
16. ADJOURNMENT: A motion was made by Leah and supported by Jen to adjourn the meeting at 7:42 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant