

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, February 27, 2023 7:00 p.m.**

1. **CALL TO ORDER:** The meeting was called to order at 7:06 p.m. by Veronica. Board members present: Christie Currier, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Delores (Dee Dee) Grant and Leah Gettings.
2. **APPROVAL OF AGENDA:** A motion was made by Christie and supported by Dulcie 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 23, 2023, were included in the board packet. A motion was made by Christie and supported by Dulcie to approve the minutes of the Regular Meeting of January 23, 2023. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report for February 2023. There were no questions from the Board. A motion was made by Allison and supported by Christie to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update was included in the board packet. Mid year budget amendments are on the agenda to even out accounts. There were no questions from the Board about the budget update.
7. **DIRECTOR'S REPORT:** We should receive financial figures from the County for next year's budget in March. Discussion of FY 2023-2024 budget will be included on the March meeting agenda. We are experiencing a significant demand for our programs and many are filled within 1-3 days of registration opening. Andrea reviewed other neighboring libraries procedures and discussed possible changes. Starting in May, we are planning to change registration to open 2 weeks before the program date for popular programs. Our Library app, through Capira will be updated in the coming weeks to CapiraMobile. This switch will give us access to a dashboard for quick updates and allow us to customize the app experience in greater capacity.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** There were no updates from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends met In January and the minutes are included in the board packet. They approved our programming requests for spring and covered the Spring Book Sale preparation.
10. **COMMUNICATIONS:** There were no communications this month.
11. **UNFINISHED BUSINESS:**

**a. Space Plan Update**

The board packet contained the latest update to the space plan that included the cost estimate for Study Rooms and the Teen Area. Andrea distributed two options of the floor plan and the Board discussed. The highest priority are individual study rooms and a new teen space. Andrea will contact Library Design for clarification on study room details. The project will be discussed during budget preparation.

**12. NEW BUSINESS:**

**a. Library Director Job Description Revision**

Every job description was updated last fall except for the Director position. That position has not been fully revised since the Library was a City department. Andrea included the old and new job description in the board packet. She discussed the responsibilities with the group. A motion was made by Christie to approve the Library Director Job Description Revision and was supported by Allison. Motion passed.

**b. FY 2022-2023 Budget Amendments**

Mid-year budget amendments are included in the board packet for Board approval. The learning corner, teen shelving and molding replacement projects were budgeted in FY 2021-2022 but were not able to be finished until this fiscal year. Other accounts needed minor adjustments. A motion was made by Allison and supported by Christie to approve the FY 2022-2023 Budget Amendments as presented in the board packet. Motion passed.

**13. CALL TO THE PUBLIC:** No public present.

**14. BOARD MEMBERS' COMMENTS:** Allison asked about the previous teen issue and Andrea talked about the resolution. There were no other comments.

**15. NEXT MEETING DATE:** The next Regular Meeting is Monday, March 27, 2023 at 7 p.m.

**16. ADJOURNMENT:** A motion was made by Allison and supported by Christie to adjourn the meeting at 7:50 p.m.

Respectfully submitted,  
Carol Barone, Executive Assistant