

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, July 24, 2023 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:02 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Leah to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public at this time.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of June 26, 2023 were included in the board packet. A motion was made by Leah and supported by Christie to approve the minutes as amended, correcting under New Business, section b "2023-2025 Audit Proposals" Gambridge & Company to the correct spelling of Gabridge & Company. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet included the expenditure report. On the report were expenditures from FY 2022-2023 and FY 2023-2024 depending on the fiscal year the expense occurred. There were no questions from the group. A motion was made by Leah and supported by Christie to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: A budget update for FY 2022-2023 was contained in the board packet. The year-end budget looks good with nothing over budget. We are expecting a check for Penal Fines and State Aid in early August that will go into FY 2022-2023.
7. DIRECTOR'S REPORT: We should receive approximately \$28,000 of additional revenue in early August from Penal Fines and State Aid. Andrea expects to add approximately \$75,000 to the fund balance to pay for the study room project. The City's architects are finalizing plans to issue a RFP for the construction of 3 small study rooms along with other HVAC work in the Library and Community Center. The Shared Automation System Users Group (SAS), SAS Executive Committee, and SAS Directors has all voted to recommend a 2-year renewal with our current integrated library system (ILS) vendor TLC CARL. The recommendations will now go to the TLN Board for approval. Andrea and the Board discussed the summer concert issues the Library is experiencing especially with the quantity of people, lack of supervision and ability of patrons coming into the library that want to use the library services. Suggestions included keeping a log of how many patrons are using services, open other buildings to handle crowds, posting signs with rules, and adding more staff.
8. UPDATE FROM CITY COUNCIL MEETINGS: City Council approved non-union raises at the last meeting. The personnel committee is reviewing the updated salary ranges.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends quarterly meeting is August 1.

10. COMMUNICATIONS: There were two comments in the suggestion box this month.

11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

- a. **Computer Purchases:** There are 39 computers throughout the library. We maintain a continuous replacement schedule for computers and used computers in good condition are repurposed for our catalog computers or any other lower usage spots. TLN secures discounted pricing from Dell and we contract with TLN for computer maintenance and troubleshooting. TLN will configure the new computers. All computers will be upgraded to Windows 11 and Office will be updated. The board packet contained a detailed e-quote from Dell for 7 computers and 2 monitors. A motion was made by Dee Dee and supported by Leah to approve the computer purchases written in the Board packet. Motion passed.
- b. **Fines and Fees Policy Revision:** Andrea has been reviewing various library policies and found the fax fees and mobile hotspot fines needed to be updated in the Fines and Fees Policy. She also recommended that we remove the \$1.00 library card replacement fee. A motion was made by Christie and supported by Allison to approve the Fines and Fees Policy revision as written in the Board packet. Motion passed.
- c. **Personal Vehicle Use Policy:** Per our Employee Lease Agreement with the City, we follow the City's personnel policies. Since the Library does not own a vehicle for staff to use when conducting official Library business, our labor attorney recommended implementing our own personal vehicle policy. A motion was made by Christie and supported by Leah to approve Personal Vehicle Use Policy as presented in the Board packet. Motion passed.

13. CALL TO THE PUBLIC: One member of the public said she was there to do a government project through her school. Another asked about volunteering and Andrea discussed volunteer opportunities at the library. They also asked if we could clarify the Personal Vehicle Use Policy and Andrea explained the policy. There were no other comments from the public.

14. BOARD MEMBERS' COMMENTS: The Board welcomed the public and there were no other comments from the Board members.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, August 28, 2023 at 7:00 p.m. but that is also the first day of school. The Board rescheduled the meeting to Monday, August 21 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Christie and supported by Allison to adjourn the meeting at 7:45 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant