

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, March 24, 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: Delores (Dee Dee) Grant, Jen Griffen, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Leah Gettings.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Jen to approve the agenda as written. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of February 24, 2025, were included in the board packet. A motion was made by Jen and supported by Allison to approve the minutes of the Regular Meeting of February 24, 2025, as written. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report. There were no questions from the Board. A motion was made by Allison and supported by Veronica to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the budget update. Andrea stated that we are on track with the budget and there were no questions from the Board.
7. DIRECTOR'S REPORT: The last of the old HVAC units will be replaced in April. We should not have any disruptions to our hours and services when they install it.

We received a food donation collection box from Gleaners for our Food for Thought Campaign. We will be collecting non-perishable food through April 11 and will take the donations to Hospitality House.

Envisionware was on site March 11 and 12 to install the new self-check machine and security gates. Staff received training on the new software.

Staff training on the new website began on March 18, with the initial training focused on creating content. Library Market is building the more complex pages to our website redesign and we are adding content to the simpler pages. We expect the new website to launch in mid-April.

8. UPDATE FROM CITY COUNCIL MEETINGS: Andrea provided a Library tour to new Councilmember Nicole O'Dea.

9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends Silent Auction runs from March 24 to April 5. The Spring Used Book Sale will be held April 9-12.
10. COMMUNICATIONS: There were no comments in the suggestion box this month.
11. UNFINISHED BUSINESS:
 - a. **Study Room Furniture:** The Board discussed different study table options and additional items for the study rooms at the February meeting. The board packet contained pictures, information and quotes for the tables. The Board decided to purchase 1 large and 2 small Yuma tables for the study rooms. Andrea will get finish samples and send to the Board for review. A motion to purchase the Yuma tables for a purchase price of \$5,975 was made by Allison and supported by Jen. Motion passed. The Board also wants to add vinyl appliques with our new logo to the study room glass. Andrea will work with Library Design on that project.
12. NEW BUSINESS:
 - a. **FY 2025–2026 Budget Discussion:** Andrea is working on the Fiscal Year 2025–2026 budget. She identified budget priorities in the board packet and a discussion with the Board members was held. When she receives final revenue figures and completes the first draft of the budget, a meeting will be scheduled with the budget committee.
 - b. **Establishment of a Public Hearing date to adopt the FY 2025–2026 Library Budget:** Andrea is requesting the Library Board formally establish a public hearing to be held on May 19 at 7:00 p.m. on the proposed FY 2025–2026 Library budget. A motion was made by Jen and supported by Veronica to hold a public budget hearing on May 19, 2025 at 7:00 p.m. for the FY 2025–2026 budget. Motion passed.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: No comments from the group.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, April 28, 2025, at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Allison and supported by Jen to adjourn the meeting at 7:30 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant