

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, May 20, 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: Jen Griffen, Delores (Dee Dee) Grant, Dulcie MacQueen and Allison Wert. Staff Present: Sara Hodgson Head of Youth Services, Acting on Behalf of Andrea Dickson and Carol Barone, Executive Assistant. Excused Absent: Leah Gettings and Andrea Dickson, Library Director. Veronica Simmons arrived a few minutes late.
2. **APPROVAL OF AGENDA:** Due to Andrea's absence, the agenda will need to be amended to remove under "13. New Business, Item C. Consideration of holding a Closed Session under section 8(a) of the Open Meetings Act to conduct the annual evaluation of the Library Director." A motion was made by Dee Dee and supported by Jen to approve the agenda as amended. Motion passed.
3. **PUBLIC HEARING:** Fiscal Year 2024-2025 proposed Library budget.
4. **CALL TO THE PUBLIC:** No public present.
5. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of April 22, 2024, 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 April 22, 2024 as written. Motion passed.
6. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report. There were no questions from the Board. A motion was made by Jen and supported by Allison to approve the expenditure report as presented in the board packet. Motion passed.
7. **BUDGET REVIEW:** A budget update for period ending May 31, 2024 was included in the board packet. There were no questions from the Board.
8. **DIRECTOR'S REPORT:** The new playground is progressing nicely. Summer reading program begins June 1. There were no questions from the Board about the Director's Update that was included in the board packet.
9. **UPDATE FROM CITY COUNCIL MEETINGS:** No updates from City Council.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet included the Friends May Meeting Minutes. At the meeting they approved \$7,360 in funding for the library including all summer performers. We are grateful for their support.
11. **COMMUNICATIONS:** There was a book suggestion and a suggestion for the library to provide a cafeteria or vending machine. We do not have space for a cafeteria but will look into the possibility of a vending machine.

12. UNFINISHED BUSINESS:

- a. **Adoption of 2024-2025 proposed Library Budget:** The board packet contained the 2024-2025 Proposed Library Budget. A motion was made by Allison and supported by Dee Dee to approve the FY 2024-2025 Proposed Library Budget and budget resolution as written. A roll call vote was held. Veronica (yes), Allison (yes), Dulcie (yes) Jen (yes) and Dee Dee (yes). Motion passed unanimously.

13. NEW BUSINESS:

- a. **Study Room Renovation:**

We received the quote from Library Design for moving bookcases and furniture and Sara passed it out to the group. The board packet contained the study room renderings, cost email from the architect and D&S Contractors and a Library map with highlighted shelving changes. Sara discussed the study room project with the group.

A motion was made by Allison and supported by Jen to approve the Study Room Renovation by D&S Contractors for a cost not to exceed \$56,000 as written in the board packet. A motion was made by Jen and supported by Dee Dee to approve the Library Design quote for shelving relocation and furniture moving for \$11,935.

- b. **Outdoor Musical Instruments:**

A discussion was held about the Outdoor Musical Instruments. The Board would like to wait for the landscaping bid to come in before approving the purchase of the Outdoor Musical Instruments. They would like to see more options and quotes. Jen suggested contacting Willygoat.com for a bid. The Board decided to table this item for now.

14. CALL TO THE PUBLIC: No public present.

15. BOARD MEMBERS' COMMENTS: Dee Dee thanked Sara for stepping in for Andrea. There were no other comments.

16. NEXT MEETING DATE: The next Regular Meeting is Monday, June 24, 2024 at 7:00 p.m.

17. ADJOURNMENT: A motion was made by Dee Dee and supported by Jen to adjourn the meeting at 7:40 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant