

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, September 23, 2024 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Veronica. Board members present: Jen Griffen, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Leah Gettings and Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Dulcie and supported by Allison 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 August 19, 2024, were included in the board packet. A motion was made by Allison and supported by Jen to approve the minutes of the Regular Meeting of August 19, 2024 as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report. Andrea discussed and there were no questions from the Board. A motion was made by Allison and supported by Dulcie to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The Revenue and Expenditure Report for period ending September 30, 2024 was included in the board packet. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** Andrea talked about the progress of the Library study rooms and city renovation project with the group. She is reaching out to the company that installed our security camera system about adding additional security cameras. Our staff copy machine will be difficult to fix after next year when Ricoh stops making parts for it. Andrea will get pricing on a new copy machine and determine whether a new lease fits this year's budget or if it will wait until next fiscal year. Andrea discussed the RFID project. A project manager from Envisionware was assigned for implementation. She expects training and equipment installation to take place in late fall. The outdoor musical instruments have arrived and DPW will install them.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends Silent Auction will run September 30 to October 12. The Fall Used Book Sale will run October 16 through the 19.
10. **COMMUNICATIONS:** There were two suggestions this month.
11. **UNFINISHED BUSINESS:** No unfinished business.

12. NEW BUSINESS:

a. Website Proposals:

This summer our website vendor Ebsco Stacks transitioned us to a new version of Stacks with little notice and did not migrate all of our content. We also discovered we are not receiving security updates. It's crucial that we move website vendors to ensure that the website is as secure as possible and that we are able to receive prompt support. Andrea met with three website vendors and the proposals were in the board packet. All three specialize in either library or government websites. They also focus on ADA and accessibility compliance with all three products meeting the ADA Level AA compliance. They all provide ongoing support, hosting, and maintenance in the annual fees. Library Market is the only vendor that can integrate our program calendar which is a significant added value to their platform. The Board discussed and Library Market was chosen for their easier staff and patron interface. They offer a discounted branding package with their website package for \$3,500, a \$2,000 discount. This would provide a new logo, color scheme, and branding for the Library. A motion was made by Allison and supported by Jen to approve the contract for website hosting and branding to Library Market, with a first year total of \$20,500. Motion passed.

b. FY 2024-2025 Budget Amendments:

We are utilizing a portion of our fund balance to pay for various projects this fiscal year. The auditors recommend maintaining a fund balance of 25-30%. We are using funds in the fund balance to pay for the study room project, the RFID conversion, the landscape update, moving bookshelves, meeting room wall coverings, outdoor musical instruments, and study room furniture. We are also using funds for the website redesign. A motion was made by Allison and supported by Dulcie to approve the FY2024-2025 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 Royal Oak library closure due to bugs and Andrea talked about that and what we do to eliminate bugs in the Library. Veronica suggested that we include comments from the staff in the board packet when we are considering any changes.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, October 28, 2024 at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jen and supported by Allison to adjourn the meeting at 7:49 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant