

APPROVED: AUGUST 11, 2025

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, June 23, 2025 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Dee Dee. Board members present: Al Boyko, Leah Gettings, Jen Griffen, Delores (Dee Dee) Grant and Veronica Simmons. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent Dulcie MacQueen.
2. APPROVAL OF AGENDA: A motion was made by Jen and supported by Al 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 May 19, 2025, were included in the board packet. A motion was made by Veronica and supported by Al to approve the minutes of the Regular Meeting of May 19, 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 Leah and supported by Veronica to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: A budget update for period ending June 30, 2025 was included in the board packet. Year-end Budget Amendments to even out accounts are included in the Board packet. There were no questions from the Board.
7. DIRECTOR'S REPORT: We received a second payment from the Local Community Stabilization Authority in May, which replaces the loss of personal property taxes. We received more than we budgeted and will put the excess in our fund balance for the next fiscal year budget.

We received a donation of \$450 from the Wixom-Walled Lake Lions Club that was used to purchase 14 new large print titles.

The Craft Room walls are in need of paint or wall coverings. Andrea found a customized version of the Acrovyn wallcovering that would protect the walls and was used in the Meeting Room. She contacted Library Design to get a quote on the wall covering and has received a quote for painting. She will have all pricing and options at the July board meeting.

We will have a tent out during the family fun portion at the fireworks event on Thursday. We will be passing out summer reading information and giveaways.

Color Our World is the summer reading theme for 2025. The program runs June 1 through August 9. Andrea also discussed upcoming programs that included **Tons of Trucks** for kids and the **Mobile Escape Room** for Tweens and Teens Grades 3-9.

8. UPDATE FROM CITY COUNCIL MEETINGS: No updates from the City Council meeting.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Nothing new to report. Their next meeting will be in July.
10. COMMUNICATIONS: There was one suggestion to add tags to the books.
11. UNFINISHED BUSINESS:
 - a. **Study Room Furniture:** The study room tables have been ordered after the finishes were finalized at the May meeting. Also, at that meeting the Board requested Andrea to obtain quotes for 10 new chairs for the three new study rooms. Copies of the quote, overviews of each chair style, and a list of stain colors were included in the Board packet. The Board liked the Wyoming chair style in the Lime and Aqua colors. They asked Andrea to get quotes for cut-outs on the chairs and she will provide that at the next meeting.
12. NEW BUSINESS:
 - a. **FY 2024-2025 Budget Amendments:** The Board packet contained budget amendments to even out accounts for the fiscal year-end. There were no questions from the Board. A motion was made by Leah and supported by AI to approve the FY 2024-2025 Budget Amendments as written in the Board packet. Motion passed.
 - b. **Volunteer Policy:** Due to recent changes to Michigan's Youth Employment Standards Act (YESA), Andrea recommends adopting a formal Volunteer Policy for the Library. No changes were needed to our existing employment practices with high school pages. However, the new standards require teen volunteers to be 14 years or older and have a valid work permit on file. Andrea is also recommending background checks for all adult volunteers. A motion was made by Jen and supported by Leah to approve the Volunteer Policy as presented in the Board packet.
 - c. **Staffing Overview:** Andrea included in the Board packet an overview of the responsibilities and requirements of the job positions at the Library and who is currently employed in each position.
13. CALL TO THE PUBLIC: No public present.

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14. BOARD MEMBERS' COMMENTS: The Board appreciated the staff overview that was in the Board packet. They asked Andrea about the incident report and she explained our procedure.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, July 28, 2025 at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Veronica and supported by Leah to adjourn the meeting at 7:45 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant