

APPROVED: MAY 19, 2025

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, April 28, 2025 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:04 p.m. by Veronica. Board members present: Leah Gettings, Jen Griffen, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Excused Absent: Delores (Dee Dee) Grant.
2. APPROVAL OF AGENDA: A motion was made by Allison and supported by Dulcie to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: Public member greeted the Board.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of March 24, 2025, 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 March 24, 2025, as written. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report. Andrea discussed items in the report and there were no questions from the Board. A motion was made by Leah and supported by Jen to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the budget update through mid-April. Year-end budget amendments will even out accounts. There were no questions from the Board.
7. DIRECTOR'S REPORT: The Library received the first installment of our State Aid Payment, with a second payment to follow in July or early August. DPW had to remove four trees between our building and the playground. The trees were too tall to be planted so closely to our building and were affecting the gutters and roof. Andrea is working with DPW and Parks & Recreation staff to find a temporary shade option to use for outdoor storytimes. At the budget committee meeting, Andrea recommended that we order the last two staff laptops that need replacing a few months earlier than planned to avoid what could be a large price increase. The budget committee agreed and two laptops were ordered on April 11. On April 15 the new website was launched and the process went smoothly. Jen asked Andrea about the incident report that was included in the board packet and Andrea talked about it with the group.
8. UPDATE FROM CITY COUNCIL MEETINGS: No updates to report.

APPROVED: MAY 19, 2025

9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Their Spring Used Book Sale raised \$6,171 and the Silent Auction raised \$364. The Friends quarterly meeting was on April 22 and they approved our summer reading performers and presenters.
10. COMMUNICATIONS: Andrea talked about the comments in the suggestion box this month and will provide the Board with a copy of them.
11. UNFINISHED BUSINESS:
 - a. **Study Room Furniture:** The signed proposal for three TMC Yuma tables was sent to Library Design after the March meeting. In April, Kyle from Library Design visited the Library to offer options for neutral laminates that would work with our carpet. Veronica will provide other color laminates for review from the suppliers sent by Library Design.
12. NEW BUSINESS:
 - a. **FY 2025–2026 Budget Draft:** On April 15 the Budget Committee met and reviewed each account line by line. The proposed FY 2025–2026 Budget, a budget preparation worksheet, and a detailed list with descriptions and costs for each account was included in the board packet for review. Copies of the proposed budget will be posted on our website and available at the Library. The public hearing notice will be printed in the Oakland Press. The Library Board will hold a public hearing on the proposed Library budget for fiscal year July 1, 2025 to June 30, 2026 at the regular Board meeting on Monday, May 19, 2025 at 7:00 p.m.
 - b. **Copier Lease:** Our staff copy machine has reached its expected lifespan based on the number of copies made, is having issues that require more frequent maintenance visits, and replacement parts will be soon unavailable. Andrea met with Applied Innovation and they provided information and pricing on a new copier. A motion was made by Jen and supported by Leah to lease a Ricoh IM C3010 copy machine through Applied Innovation using MITN pricing for \$245.33 per month for 60 months. Motion passed.
 - c. **Digital Newspaper Platform:** We are seeing significant delays in receiving some newspapers and some major local papers only deliver 3 days per week. The next fiscal year budget proposes that we reduce the newspaper and magazine budget and offer a digital news platform to patrons. The cost for a digital news service is included in the FY 2025–2026 budget draft. Information about the services and annual costs were included in the board packet. Andrea and Library staff reviewed the digital newspaper services available to libraries and the librarians gave their feedback to Andrea. They recommend subscribing to PressReader for digital newspaper access due to the wider options of titles and unlimited access. A

APPROVED: MAY 19, 2025

motion was made by Jen and supported by Leah to move forward with PressReader to provide digital newspaper access.

- d. **Craft Room Wallcover Proposal:** At the February board meeting Andrea talked about the wear and tear on the walls in the Craft Room. The Board asked Andrea to investigate a protective wallcovering for the room. Andrea provided the Board with pictures from other libraries and information from Library Design that included mural design wall coverings. Given the high cost of the covering from Library Design, she also suggested looking at more frequent painting of the space. Andrea will research additional options and will provide the Board with information at a future meeting.

13. CALL TO THE PUBLIC: No comments from the public.

14. BOARD MEMBERS' COMMENTS: Allison will be stepping down from the Board this summer as she will be moving out of Wixom. She expressed how much she has enjoyed her time as a Trustee. There were no other comments from the group.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, May 19, 2025, at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jen and supported by Allison to adjourn the meeting at 7:53 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant