

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 26, 2026 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Dulcie. Board members present: Al Boyko, Leah Gettings, Jen Griffen, Dulcie MacQueen and Becky Spagnuolo. 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 Jen supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. PRESENTATION: FY 2024-2025 Audit by Gabridge & Company. The Board was given copies of the Library's FY 2024-2025 Audit. Lauren Chatterton from Gabridge & Company was present via Zoom to discuss the audit with the Board. The Library again received an unmodified opinion that is the highest level for an audit. She discussed key items in the audit that included financial and income statements. We have a healthy fund balance at 31% of our annual expenditures. There were no questions from the Board.
5. APPROVAL OF MINUTES: The minutes of the Regular Meeting of November 24, 2025, were included in the board packet. Requested by Jen to amend the November minutes to correct the misspelling of her last name from Griffin to Griffen. A motion was made by Dulcie and supported by Al to approve the minutes of the Regular Meeting of November 24, 2025, as amended. Motion passed.
6. APPROVAL OF EXPENDITURES: We don't have a board meeting in December therefore, the board packet contained the expenditure reports for December 2025 and January 2026. Andrea discussed items in the reports. A motion was made by Jen and supported by Leah to approve the expenditure reports as presented in the board packet. Motion passed.
7. BUDGET REVIEW: The board packet contained the Budget Update through last week. Andrea is planning budget amendments for the next meeting to include the large memorial donation we received and legal fees for the millage renewal. There were no questions from the Board.
8. DIRECTOR'S REPORT: Recently the City replaced all door signage city-wide. Signage identifying the Library and our hours were added to our front doors.

The State Aid report was submitted to the Library of Michigan on January 8, 2026. Submission of the annual report is required to receive State Aid payments. We will receive one payment in the spring and a second payment in mid-summer.

We are working with Patron Point staff along with TLN to get all features of Patron Point configured. Hopefully we will be able to launch all functions soon.

9. UPDATE FROM CITY COUNCIL MEETINGS: There was nothing new to report from the City Council meeting.
10. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends held their quarterly meeting on January 13. Minutes from that meeting were included in the board packet. They set dates for their 2026 quarterly meetings and book sales. They approved all of our programming requests through the end of April as well as the annual Book Page subscription.
11. COMMUNICATIONS: There were no comments in the suggestion box this month.
12. UNFINISHED BUSINESS: There was no unfinished business.
13. NEW BUSINESS:
 - a. **Election of Officers and Formation of Committees:** According to the Board Bylaws, officers and committees are elected at this meeting. Andrea included in the Board packet a memo detailing the duties of the officers and committees. Officers and committee members were nominated and presented as follows:
 - President** – Dee Dee was nominated by Jen and supported by Leah.
 - Vice President** – Dulcie was nominated by Jen and supported by Leah.
 - Treasurer** – Leah was nominated by Dulcie and supported by Jen.
 - Secretary** – Jen was nominated by Dulcie and supported by Al.
 - Budget Committee:** Leah, Al and Dulcie.
 - Building Committee:** Becky, Dee Dee and Leah.
 - Personnel Committee:** Dee Dee, Jen and Becky.

A motion was made by Dulcie and supported by AI to approve the officers and committee members as nominated. Motion passed.

- b. Confidentiality Policy:** We should have a Confidentiality Policy outlining circumstances where the Library would be required to release patron records and details how staff are to handle such requests. Andrea contacted the Library's attorney and she provided the proposed Confidentiality Policy. She also provided a Law Enforcement Record Request and Search Procedure document for staff to follow in the event of a records request. A motion was made by Jen and supported by Leah to adopt the proposed Confidentiality Policy as presented in the board packet. Motion passed.
- c. Millage Renewal Discussion:** The Library's 10-year operating millage expires at the end of 2026, providing funding through next fiscal year, FY 2026-2027. We will need to put a millage renewal on the ballot before Wixom voters in 2026. Andrea discussed three options with the group. The board agreed to proceed with a straight renewal at 1.0666 mills in August 2026. Andrea will work with our attorney on the ballot language and resolution.

14. CALL TO THE PUBLIC: No public present.

15. BOARD MEMBERS' COMMENTS: Jen wished everyone a Happy New Year and welcomed Becky. There were no other comments from the Board.

16. NEXT MEETING DATE: The next Regular Meeting is Monday, February 23, 2026, at 7:00 p.m.

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

Respectfully submitted,
Carol Barone,
Executive Assistant