

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, October 27, 2025 7:00 p.m.**

1. CALL TO ORDER: The meeting was called to order at 6:59 p.m. by Dee Dee. Board members present: Al Boyko, Leah Gettings, Jen Griffin, Delores (Dee Dee) Grant, and Dulcie MacQueen. Excused Absent: Veronica Simmons. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Also Present: Becky Spagnuolo.
2. APPROVAL OF AGENDA: Andrea requested to add to the agenda under **12. New Business Item e. Tree Lighting Hours**. A motion was made by Jen supported by Al to approve the agenda as amended. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of September 22, 2025, were included in the board packet. A motion was made by Dulcie and supported by Al to approve the minutes of the Regular Meeting of September 22, 2025, as written. Motion passed.
5. APPROVAL OF EXPENDITURES: The board packet contained the expenditure report. 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 for period ending 10/31/2025. Andrea discussed the unexpected revenue that we received. There were no questions from the Board.
7. DIRECTOR'S REPORT: Gambridge & Company will be conducting our audit for FY 2024-2025 and plan to have the audit completed in November.

Our major book vendor, Baker & Taylor, is going out of business and our current outstanding orders with them have been cancelled. Andrea discussed the status of reordering materials through Amazon, Ingram and a new vendor, Libraria.

Andrea discussed the Library of Michigan State Budget with the group. The State Aid per capita rate remains the same as FY 2025. Federal LSTA funds of \$5,630,700, allows the Library of Michigan to expend federal funds approved last year. Funding for MeL and MeLCat remains uncertain for FY 2027.

The TLN Shared System library directors met in September and decided to remain on our current catalog and checkout system (ILS).

8. UPDATE FROM CITY COUNCIL MEETINGS: There was nothing new to report from the City Council meeting.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends Silent Auction and the Fall Book sale went very well. The Fall Book Sale raised \$5,369. They are still waiting for some patrons to pick up their items from the Silent Auction. Their next quarterly meeting is on October 28.
10. COMMUNICATIONS: There were 2 suggestions in the suggestion box this month. The board packet contained a nice Facebook comment about the Wixom Public Library on a Channel 7 WXYZ post.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
  - a. **2026 Meeting Schedule:** The proposed Library Board of Trustees 2026 Meeting Schedule was included in the Board packet. Meetings are held on the fourth Monday of the month at 7 p.m. in the Library Meeting Room. A motion was made by Jen and supported by Leah to approve the proposed 2026 Meeting Schedule as presented in the Board packet. Motion passed.
  - b. **Fund Balance Policy:** This new policy guides the usage of the Fund Balance to ensure the prudent financial management of the library and to meet standards of the Governmental Accounting Standards Board. A motion was made by Leah and supported by Jen to approve the proposed Fund Balance Policy as written in the board packet. Motion passed.
  - c. **Building Access Policy Revision:** The board packet contained the current and the proposed building access policy. This policy is designed to control levels of access within the library to maintain the security of Library staff, the building and Library materials and equipment. This proposed policy revision also includes the current building access system. A motion was made by Jen and supported by Dulcie to approve the proposed Building Access Policy Revision as presented in the board packet. Motion passed.
  - d. **Chain of Command Policy Revision:** In order to ensure the safety of library staff and patrons and to facilitate the orderly operation of the library in the case of emergencies, the Library shall follow the chain of command at all times. The board packet contained the current policy and the policy revision. A motion was made by Dulcie and supported by Jen to approve the Chain of Command Policy Revision as written in the board packet. Motion passed.
  - e. **Tree Lighting Hours:** The City's Annual Tree Lighting event is scheduled for Friday, December 5. The Parks & Recreation's event layout blocks off our

APPROVED: NOVEMBER 24, 2025

handicap parking spaces, which impacts parking for Library patrons. Andrea discussed the event and the handicap parking options with the group. The Board is requesting Andrea to get an agreement in writing from the Parks and Recreation to temporarily move the handicapped parking spots to the second row of the parking lot behind the food trucks on Friday, December 5 starting at 3:00 p.m.

13. CALL TO THE PUBLIC: Becky Spagnuolo commented on the very cute wolf stuffed animal key chains that the Pre-Kindergarten and Kindergarten children received from the Library.
14. BOARD MEMBERS' COMMENTS: Jen congratulated the employees that had work anniversary's this month. There were no other comments from the Board.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, November 24, 2025 at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Leah and supported by AI to adjourn the meeting at 7:22 p.m.

Respectfully submitted,  
Carol Barone,  
Executive Assistant