

APPROVED: JANUARY 26, 2026

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, November 24, 2025 7:00 p.m.

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Dee Dee. Board members present: Al Boyko, Leah Gettings, Delores (Dee Dee) Grant, and Dulcie MacQueen and Veronica Simmons. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Also Present: Becky Spagnuolo. Excused Absent: Jen Griffen.
2. APPROVAL OF AGENDA: A motion was made by Dulcie supported by Al to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No comments from the public.
4. APPROVAL OF MINUTES: The minutes of the Regular Meeting of October 27, 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 October 27, 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 Al to approve the expenditure report as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the Budget Update. This update includes our first Local Community Stabilization check. The second check should arrive in May. There were no questions from the Board.
7. DIRECTOR'S REPORT: Andrea received an agreement from the Parks and Rec to temporarily move the handicapped parking spots behind the food trucks for the annual Tree Lighting event on Friday, December 5.

We are finally receiving books from our new primary book vendor, Ingram. Due to delays receiving new books in a timely manner, Andrea has been ordering extra OverDrive copies.

Springshare is working with TLN to get Patron Point started. Patron Point will provide a new e-Newsletter and marketing platform for us as well as allowing full online card registration and renewal.

Our old battery backup was purchased in 2016 and was no longer working if there were any power disruptions. TLN replaced the battery backup for our network equipment and added a new surge protector.

Veronica asked about the status of the City's scheduling software and electronic timesheets with the library. There are multiple ways in which it does not function for how we schedule library staff. Andrea is looking into options and will keep the board updated.

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 will be wrapping the Holiday Bundles starting tomorrow. The board packet contained the minutes from their quarterly meeting on October 28. They approved all of our requests for funding.
10. COMMUNICATIONS: There were no comments in the suggestion box this month.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Meeting Room Policy Revision:** We have seen an uptick in requests from local (non-library) book clubs and HOA boards looking to use the meeting room. The Library Staff have run into a few issues to our current Meeting Room policy. Andrea researched what other libraries policies have in place. She has proposed a policy revision to ensure consistent application of the Meeting Room Policy. A copy of the detailed revision and the current Meeting Room Policy are included in the board packet. A motion was made by Veronica and supported by Leah to adopt the proposed Meeting Room Policy Revision as presented in the board packet. Motion passed.
 - b. **Presentation of Annual Report:** The board packet contained and Andrea distributed copies of the fiscal year 2024-2025 Annual Report to the group. The report highlights last fiscal year's financial overview, statistics, updates to the building and new technologies.
13. CALL TO THE PUBLIC: No comments from the public.
14. BOARD MEMBERS' COMMENTS: Veronica expressed that it has been a pleasure to work with this Board. The group all felt the same. They wished Veronica good luck on the City Council and congratulated Becky Spagnuolo for being elected as a Library trustee.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, January 26, 2026, at 7:00 p.m.

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16. ADJOURNMENT: A motion was made by Leah and supported by Veronica to adjourn the meeting at 7:17 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant