

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, January 22, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Sandra to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Mary to approve the minutes of the November 27, 2017, Regular Meeting as written. Motion passed.
5. **PRESENTATION: Library 2016-17 FY Audit by Nicollette Acho from Plante & Moran.** Nicollette discussed items in the audit. The Library received an unmodified opinion, which is the highest to receive and there were no significant issues. Our revenues were up 6% and our expenditures were down 3%, therefore we added \$14,456 to our fund balance. This will leave our fund balance in very good shape. The recommendation is to have 15-30% in the fund balance. We have 35% in our fund balance.
6. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
7. **BUDGET REVIEW:** There was no budget review from the City. The board packet included a budget update of the accounts current to today. There were no questions from the Board.
8. **DIRECTOR'S REPORT:** Andrea discussed items in the report. The City has completed the OPEB (Other Post Employment Benefits) actuarial and the annual contribution amount for the Library will be \$15,432. Andrea proposed using money from the fund balance to cover this expenditure. Andrea is working with the Fire Marshall, Brad Geistler, and DPW to make sure our exit signs are in the correct position and operating properly. Andrea discussed the ILS migration with the Board. A training session for staff will be on Sunday, May 20. The migration will take place Memorial Day weekend with the new ILS system going live on Tuesday, May 29. We are planning a later summer reading launch that will coincide with the last week of school on June 11th.
9. **UPDATE FROM CITY COUNCIL:** Nothing to report from past meetings. The next City Council meeting will have a discussion about the building access system and Andrea will attend.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The board packet contained minutes from the Friends quarterly meeting. Andrea reported that the Friends approved all our requests and she thanked them for their generous support. She is working with them on updating their brochures.

11. **COMMUNICATIONS:** In the board packet there was a suggestion to add a shelf in the bathroom stalls. The stalls were installed in 2015 and Andrea is looking into options that don't put holes in the new stalls. There was also a comment on volunteering at the Library. Library staff contacted the patron about our volunteer opportunities.
12. **UNFINISHED BUSINESS:**
 - a. **Security Camera Proposals** – At the October 23, 2017, Board meeting a discussion was held regarding security measures at the Library. The Board requested that Andrea obtain information and quotes on security cameras and report back to the Board. The board packet contains information and quotes from 3 companies regarding security cameras. Some of the items discussed at this meeting included privacy concerns, maintenance costs, legal issues as well as patron and staff perceptions of security cameras. After a discussion about the pros and cons of security cameras the Board decided to table a decision on the proposal until the next board meeting on February 26, 2018.
13. **NEW BUSINESS:**
 - a. **Election of Officers and formation of committees** - Officers were nominated and presented as follows: President – Dee Dee was nominated by Jennifer and supported by Sandra. Vice President – Jennifer was nominated by Dee Dee and supported by Mary. Secretary – Sandra was nominated by Jennifer and supported by Dee Dee. Treasurer – Mary was nominated by Sandra and supported by Jennifer. The following committees were formed. Budget Committee: Mary, Christie and Jennifer. Personnel Committee: Dee Dee, Sandra and Allison. Building Committee: Allison, Dee Dee and Sandra. Motions passed unanimously.
 - b. **2018 & 2019 Holiday closings for TLN shared system calendar** – The board packet contained a list of the 2018 and 2019 holiday closures. Andrea recommended and the Board agreed that the 2018 calendar will remain as it was originally approved at the January 23, 2017 board meeting. A motion was made by Sandra and supported by Christie to approve the 2019 holiday closing dates as presented in the board packet. Motion passed.
 - c. **FY2017-18 Capital Improvement Options** – The board packet contained three options for the FY2017-18 Capital Improvement projects. Andrea discussed the three options with the group. All the proposed options included a self-checkout machine. Option 1 focused on the addition of security cameras, Option 2 included replacing window treatments and Option 3 focused on patron furniture and space. The Board agreed to approve the self-checkout machine that was included in all three options but to wait on a decision about specific capital improvement projects until the next Board meeting in February.
 - d. **Self-Checkout Machine-** A self-checkout station has been suggested and was frequently requested by patrons in user surveys. Andrea researched self-checkout options that were compatible with our electromagnetic security strip materials and the hybrid self-checkout kiosk from Bibliotheca would be the best option. The board packet contained quotes and information on the Bibliotheca hybrid self-checkout machine. Andrea recommended that a portion of the fund balance be used for this purpose. A motion was made by Sandra and supported by Jennifer to approve the purchase of the Bibliotheca hybrid self-checkout kiosk from the fund balance. Motion passed unanimously.
 - e. **Budget Amendments** – The mid-year Budget Amendments were in the board packet and Andrea discussed them with the group. A motion was made by Sandra and supported by Mary to approve the Budget Amendments presented. Motion passed.

- f. Patron Behavior Policy Revision** – The Patron Behavior Policy hadn't been updated since 2008 and Andrea sent the current policy to our lawyer to ensure that it is in compliance with current laws. The board packet contained those revisions. A motion was made by Jennifer and supported by Sandra to approve the Patron Behavior Policy Revision as printed in the board packet. Motion passed.

14. CALL TO THE PUBLIC: No public present.

15. BOARD MEMBERS' COMMENTS: There was one comment from Dee Dee. She wanted to welcome Christie and Allison to the Board and that we are glad you are here.

16. NEXT MEETING DATE: The next meeting is February 26, 2018, Regular Meeting 7:00 p.m.

17. ADJOURNMENT: A motion was made by Jennifer to adjourn the meeting at 7:54 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant