

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, February 26, 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 Mary and supported by Jennifer to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Sandra to approve the minutes of the January 22, 2018, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Sandra and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** There was no budget review from the City. The board packet included a budget update of the accounts showing the added budget amendments. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** We received significantly more revenue from Local Community Stabilization funding than expected. This will allow us to replace money that was cut from accounts during the budget process as well as complete additional capital improvement projects. Andrea, Dee Dee and Jennifer will be meeting on Wednesday with the City Manager to discuss the library closures resulting from the fumes caused by the Community Center renovations. We will be participating in the Foods for Fines campaign April 1 through April 29 to benefit Hospitality House. Patrons can have a maximum of \$5 in overdue fines forgiven (\$1 per food item donated). Hannah, Sara and Andrea will be attending CARL training sessions and will then train all other staff. Due to the migration to TLC CARL, MelCat services will be suspended April 1 with a tentative resume date of July 1. Jennifer asked Andrea about the fire exits and Andrea said DPW is still working on them. Sandra asked if the 15 minute parking spot sign will be returned. Andrea said it will after the Community Center renovation is complete. Allison asked for clarification about the hotspots and Andrea explained the hotspots and the policy.
8. **UPDATE FROM CITY COUNCIL:** The City approved the new building access system project for all City buildings, including the Library. As part of our building lease, the City is responsible for all door fixtures and they are paying for the new system. The City has also started the process to issue bonds for unfunded pension and OPEB costs.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, was present. The board packet contained a History of Gifts to the Wixom Public Library showing revenue and donations from the Friends. The Friends Book Sale will be May 7 – 12 and volunteers are needed. She also said the Silent Auction will be two weeks before the Book Sale. Jane told the Board that donations are needed for the auction. Andrea said we received a nice donation of first edition Harry Potter books. Dee Dee thanked the Friends for all of their efforts.

10. COMMUNICATIONS: There were no communications or suggestions this month.
11. UNFINISHED BUSINESS:
 - a. **Security Camera Proposals** – At the January 22, 2018 Board meeting the Board discussed security measures at the Library that included installing security cameras. The Board decided to table a decision on the security camera proposal until the next Board meeting. A discussion was held and the Board decided to install security cameras. The board packet contained information and quotes from 3 security camera companies. Andrea recommended the quote from Security 101 based on the costs, quality and the work they have done with other libraries. A motion was made by Jennifer and supported by Sandra to approve the security camera proposal to Security 101 with the amount not to exceed \$10,000. Motion passed unanimously.
 - b. **Capital Improvement Project Options** – Andrea met with a representative with Library Design, walked through the library and discussed ideas for space improvements and furniture options. The board packet contained 2 scenarios of capital improvement project options. After a discussion, the Board chose Scenario 1 that included security cameras. Andrea will obtain quotes, provide specifics and present them at the March 26, 2018 board meeting.
12. NEW BUSINESS:
 - a. **Substitute Librarian Position Description** - Many libraries hire substitute librarians enrolled in a Master of Library and Information Science program, with different pay rates based on if the substitute has an MLIS or are in school. One of our clerks is enrolled in library school and offers an opportunity for us to have an additional substitute librarian. The board packet contained the revised job description. A motion was made by Jennifer and supported by Sandra to approve the revised substitute librarian position description.
13. CALL TO THE PUBLIC: Jane Kleban asked for clarification of how the security cameras worked and Andrea provided that.
14. BOARD MEMBERS' COMMENTS: Sandra wanted to thank the Friends again. Dee Dee said that we appreciate the Friends. She also asked Andrea to check into a reading with pets program and suggested having a puzzle tournament at the Library.
15. NEXT MEETING DATE: The next meeting is March 26, 2018, Regular Meeting 7:00 p.m.
16. ADJOURNMENT: A motion was made by Sandra and supported by Mary to adjourn the meeting at 7:40 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant