

## WIXOM PUBLIC LIBRARY

### BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, April 23, 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 Sandra and supported by Allison 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 Mary and supported by Sandra to approve the minutes of the March 26, 2018, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The budget review was not available. The board packet contained a budget update through last week. Andrea discussed the update with the group. We are on-track with where we should be.
7. **DIRECTOR'S REPORT:** The parking lot is expected to redone starting in July and ending in October. It will be a major project and will be done in two phases. The summer reading program will have a soft launch on June 1 with a Family Kickoff Party on Saturday, June 16. Andrea discussed the ILS migration progress. Library staff will be attending a training session on Sunday, May 20. We will go live with TLC CARL on Tuesday, May 29. The statistical and reporting features might be delayed with the new system.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no one from the Friends present. Andrea said the Friends are looking for volunteers to help with the book sale that will be Wednesday, May 9 through Saturday, May 12. The Silent Auction has begun and will end Saturday, May 5. Andrea is working with the Friends on updating the membership brochure and logo. The Friends quarterly meeting has been rescheduled for May 22.
10. **COMMUNICATIONS:** There was one suggestion this month regarding automatic time renewal on the public computers. Now that the demand for public computer usage has decreased, Andrea requested TLN to adjust our settings on the computer management software.
11. **UNFINISHED BUSINESS:**
  - a. **Draft FY 2018-19 Budget** – The board packet contained the proposed FY 2018-19 budget worksheet, along with a narrative and detailed budget description of each library account. The budget committee met on April 14<sup>th</sup> to review the proposed budget. Andrea discussed in detail the accounts with the Board along with the recommendations for the budget. The auditors recommended adding the Collection - Realia account back into the budget since we

are purchasing items for the early literacy play area, replacement toys and for non-traditional activity kits. Sandra questioned the significant increase in the Custodial Services account. There were no other questions from the Board.

- b. **Capital Improvement Project Options** – Andrea updated the Board on the progress of the capital improvement projects. The Board discussed the two additional chair options from Library Design and decided on the Kestrel chairs. Andrea will provide fabric samples and chair quotes at the next board meeting.

12. NEW BUSINESS:

- a. **Director Evaluation Form** - The City of Wixom has redesigned its evaluation form for employees. Andrea contacted the Personnel Committee regarding whether we should use the new City form or if the Board wanted to create a library-focused evaluation for the Director. The board packet contained the City of Wixom’s redesigned employee evaluation form, 3 sample forms that other libraries use and the City of Wixom employee self-evaluation forms for discussion. The Personnel Committee will meet and draft a new Director Evaluation Form using the suggestions offered by the Board.
- b. **Friday Hours** – At the last board meeting extending Friday hours to 6:00 p.m. was discussed. The Budget Committee discussed Friday hours at their meeting and there was some debate over the best time to start the expanded hours. Options are to start on July 1, 2018 which is the start of the new fiscal year or June 1, 2018 to coincide with summer reading. The Board decided that it would be best to start them during the busy last weeks of school and for summer reading. A motion was made by Sandra and supported by Mary to approve extending Friday hours to 6:00 p.m. starting on Friday, June 1, 2018. Motion passed unanimously.

13. CALL TO THE PUBLIC: No comments from the public.

14. BOARD MEMBERS’ COMMENTS: There was one comment from Board Member Allison. She was looking over the newsletter and was very impressed with the programming for all ages that we offer. There were no other comments.

15. NEXT MEETING DATE: The next meeting is May 21, 2018, Special Meeting at 6:30 p.m. followed by the Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Allison to adjourn the meeting at 7:36 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant