

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, September 24, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7:00 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 Mary to approve the agenda as presented in the board packet. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Christie and supported by Mary to approve the minutes of the Regular Meeting of July 23, 2018. Motion passed. There was no meeting on August 27, 2018.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Christie to approve the August expenditures. A motion was made by Mary and supported by Sandra to approve the September expenditures as presented in the board packet.
6. **BUDGET REVIEW:** The board packet contained a budget update through last week. We received the Penal Fines and State Grant checks and they were included in the 2017-2018 fiscal year revenue.
7. **DIRECTOR'S REPORT:** Andrea included in the board packet an article about the minimum wage legislation and she discussed it with the group. She also talked about the problems and the progress of the parking lot paving. We have now added 27 STEAM kits to our collection using the Library of Michigan Mini Grant and Andrea is looking into purchasing a shelving unit to put near the New Book area. Andrea provided two kits for the Board to look at. Since some of the kits contain small parts the Board suggested that we include a label that the kits contain small parts and would be a choking hazard for small children.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained the quarterly meeting minutes from August 21. Jane Kleban, the Friends President, talked about the Silent Auction that started today and runs through October 6. The Book Sale runs October 10 through October 13. They are in need of volunteers to help set up for the sale starting on October 8 and through the end of the sale. Jane mentioned that some of the book donations were books listed on the Great American Read list. A suggestion was made by Sandra to investigate the possibility of the Great Wixom Read to coincide with the Book Sale.
10. **COMMUNICATIONS:** There was no communications this month.
11. **UNFINISHED BUSINESS:** There was no unfinished business this month.

12. NEW BUSINESS:

- a. **FY 18-19 Capital Improvement Projects** – The library is once again in very good financial shape and we will be placing approximately \$40,000 into the fund balance. Some of the furniture projects started last fiscal year were not fully completed and the funds will be rolled into this year. The board packet contained a spreadsheet detailing potential projects along with the 6 year capital improvement plan. A discussion was held. Andrea recommended and the Board agreed that 5 projects from the capital improvement plan be completed this fiscal year. After completing those projects it would still leave approximately \$15,000 for additional projects. The board packet had a list of 5 additional projects for the Board to discuss and prioritize. They asked Andrea to obtain quotes on all 5 projects for discussion at the next board meeting.
- b. **Budget Amendments** – The board packet contained budget amendments for grant funds and appropriations from the fund balance into the accounts to be used for capital improvements projects and STEAM kits. A motion was made by Jennifer and supported by Christie to approve the budget amendments as presented in the board packet.
- c. **Library User Survey** - A copy of last year's library user survey was in the board packet. Andrea asked the Board for their feedback and a discussion was held. Andrea will take their suggestions and improve the questions on this year's survey. Andrea suggested and the Board agreed that the survey be distributed the week of October 22 when we have more patrons in the building due to programs.

13. **CALL TO THE PUBLIC:** Jane Kleban said the Friends will pay for the artist to once again paint the pictures on the windows. Jane Kleban also mentioned that the Friends can pay for the bins that contain the STEAM kits.

14. **BOARD MEMBERS' COMMENTS:** There were no comments from the Board.

15. **NEXT MEETING DATE:** The next meeting is October 22, 2018, Regular Meeting at 7:00 p.m.

16. **ADJOURNMENT:** A motion was made by Jennifer and supported by Christie to adjourn the meeting at 7:55 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant