

# WIXOM PUBLIC LIBRARY

## BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, November 26, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Allison Wert.
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 public present.
4. **APPROVAL OF MINUTES:** A motion was made by Christie and supported by Sandra to approve the minutes of the Regular Meeting of October 22, 2018. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Mary to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update. Andrea discussed the change in the distribution of the Local Community Stabilization funding that was included in this budget update. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** Andrea talked about the roof replacement project that could start before winter pending weather conditions or in April. DPW will be patching the roof in spots tomorrow due to leaking. We received only one application for the part time Children's Librarian position. Andrea is considering shifting some responsibilities to other staff members and re-posting the position as a Library Assistant after the holidays. Andrea and Will, the City's IT consultant, have been looking into fax options and were able to find an alternative service that is \$34.00 a month.
8. **UPDATE FROM CITY COUNCIL:** Nothing new to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained the minutes from the Friends quarterly meeting and the Library's wish list request that the Friends approved. Instead of a cookie sale the Friends will be selling bundled books for gifts.
10. **COMMUNICATIONS:** There was a positive comment about the completed parking lot project, a suggestion about music CD selections and a compliment to one of our Librarians that was included in the board packet.
11. **UNFINISHED BUSINESS:**
  - a. **FY 18-19 Capital Improvement Projects** – The board packet contained an update with potential costs for the FY 18-19 Capital Improvement projects that the Board had decided upon at the September meeting and Andrea gathered quotes for future projects. She discussed the various options with the group that included an ADA compliant reference desk, window treatments and security gates. The Board chose to pursue a new reference desk and Andrea will start working with Library Design on a mock-up of a new desk.

12. NEW BUSINESS:

- a. **Adult Study Chairs Replacement** – Andrea observed the usage of the new chairs and recommended to up the number of chairs to order from 8 to 10 to ensure we have enough chairs into the future. A motion was made by Mary and supported by Sandra to approve \$6,652 to purchase 10 new study chairs. Motion passed.
- b. **2018 Survey Results** – The board packet contained the full results from the 2018 survey and Andrea discussed them with the group. There were 204 responses and, overall, the results were positive.
- c. **Presentation of the FY 2017-2018 Annual Report** – Andrea distributed copies of the FY2017-2018 Annual Report to the Board. It will go out to the public this week.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Sandra liked the annual report. There were no other comments.

15. NEXT MEETING DATE: The next meeting is January 28, 2019, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Christie and supported by Jennifer to adjourn the meeting at 7:44 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant