

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, February 25, 2019**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Christie Currier, Delores (DeeDee) 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 Jennifer 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 26, 2018, Regular Meeting as written. Motion passed.
5. **PRESENTATION:** Library 2017-18 FY Audit by Nicollette Acho from Plante & Moran. The Library received an unmodified opinion the highest level for an audit. No new accounting policies were adopted, and the application of existing policies was not changed during 2018, with the exception of GASB No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. Accordingly, the accounting change has been retrospectively applied to prior periods. She discussed other key items in the audit. Our fund balance is in good shape at 37% of our budget. The recommendation is to have 15-30% in the fund balance. Nicollette recommended that Board approve expenditures to be earmarked for future projects and add funds in accounts that need funding to get to that recommended 30% maximum.
6. **APPROVAL OF EXPENDITURES:** A motion was made by Christie and supported by Sandra to approve the expenditures from December 2018, January 2019 and February 2019 as presented in the board packet. Motion passed.
7. **BUDGET REVIEW:** The board packet contained a budget update from the City. Winter tax revenue is now shown on the update.
8. **DIRECTOR'S REPORT:** DPW will start replacing lightbulbs with LED lights. City Council approved the 2.5% raises at the December 11 meeting. Andrea started preparing a draft of FY 2019-2020's budget and expects to schedule a meeting with the budget committee mid to late March. TLN recently offered an opportunity to do a co-op wide discounted bulk purchase of children's VOX books. VOX books are a combination book and audiobook unit that reads the story to a child. Kanopy is a streaming service for patrons that has a specialized collection of films, documentaries, PBS shows, Criterion Collection films, and more. It is a pay per circulation model and Andrea obtained a free trial and pricing information that is included in the board packet. Information about the fine free trend was in the board packet and a discussion was held. Andrea wanted the Board to be aware of this trend.
9. **UPDATE FROM CITY COUNCIL:** Andrea attended the December 11 meeting where the City Council approved 2.5% raises, an increase to full-time staff retirement contributions over the next 3 years and an increase to retirement healthcare starting in 2020.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The Friends quarterly meeting was in January and they approved all of our funding requests

including spring programs and summer reading promotional products. Andrea thanked the Friends for the generous donation.

11. COMMUNICATIONS: In the board packet there were three suggestions from December and one from January.
12. UNFINISHED BUSINESS: There was no unfinished business.
13. NEW BUSINESS:
  - a. **Election of Officers and Formation of Committees** - Officers were nominated and presented as follows: President – DeeDee was nominated by Jennifer and supported by Sandra. Vice President – Christie was nominated by Allison and supported by DeeDee. Secretary – Allison was nominated by DeeDee and supported by Jennifer. Treasurer – Jennifer was nominated by Mary and supported by Sandra. Motion passed unanimously. The committees were formed: Budget Committee: Jennifer, Mary and Christie. Personnel Committee: DeeDee, Sandra and Allison. Building Committee: Sandra, DeeDee and Allison. Motion passed unanimously.
  - b. **2019 & 2020 Holiday Closings for TLN Shared System Calendar** – The board packet contained a list of the 2019 and 2020 holiday closures. Andrea recommends and the Board agrees that the 2019 calendar will remain as it was originally approved at the January 22, 2018 board meeting. Andrea discussed the Christmas and New Year holiday dates occurring on Friday in 2020 and proposed closing on Saturday after the holiday. A motion was made by Sandra and supported by Allison to approve the 2020 holiday closing dates as presented in the board packet. Motion passed.
  - c. **Request for Reconsideration of Library Material** – The Library received a Request for Reconsideration of Library Material form concerning the movie “Detroit” from a patron, Ronald Wright. Andrea reviewed the Library’s Collection Development Policy, including the Library Bill of Rights and the Freedom to Read statements. She also read reviews, examined usage statistics and watched the film. The Board discussed the request and found that the film fits within the Library’s Collection Development policy. A motion was made by Christie and supported by Sandra to retain the film “Detroit” in our collection. Motion passed unanimously.
  - d. **Job Description Revisions** – Andrea recently reviewed the job responsibilities and distribution of responsibilities among the library’s professional staff. All of the full-time librarian positions involve supervising other library staff or volunteers. The proposed revisions include shifting the supervisory responsibilities for the full-time Teen and Adult Services Librarian and Children’s Librarian. The revisions propose moving the supervision of the Library pages to the Teen & Adult Services Librarian. The full-time Children’s Librarian handles the day-to-day management of any part-time Children’s Librarian or Library Assistant. Andrea is working to create a Head of Youth Services job description that will include supervision of the part-time Library Assistants and being the Librarian in charge in absence of the Library Director. A motion was made by Jennifer and supported by Sandra to approve the Teen and Adult Services Librarian job description revision as presented in the board packet. Motion passed.
  - e. **FOIA Policy Revisions** – The Michigan legislature approved two important amendments to the Michigan Freedom of Information Act (FOIA). Our lawyer prepared revised documents that included the new Resolution, Policy and Guidelines, Written Summary and Detailed

- Itemization that was included in the board packet. Andrea discussed the changes to the group. A motion was made by Christie and supported by Sandra to approve the FOIA Procedures and Guidelines Policy and Written Summary as presented in the board packet. Motion passed.
- f. Proposed Trustee By-Law Amendments** – The Library Board of Trustee By-Laws are the governing document for the Library Board of Trustees. The Trustee By-Laws have not been reviewed by a lawyer since their adoption in 2007. Andrea thought it would be prudent to send them to our lawyer for review given the number of legal changes that occur. The board packet contained the proposed revisions. The Trustee By-Laws require a minimum of 10 days for each Trustee to review the proposed amendments. For this reason, voting to adopt the changes will be at the March meeting.
  - g. Budget Amendments** – The board packet contained mid-year Budget Amendments to even out accounts and Andrea discussed them with the group. She increased funds in the accounts that had to be cut during the budget process, increased accounts that always need more money and placed additional funds into the capital improvement account to purchase smaller items. A motion was made by Sandra and supported by Mary to approve the Budget Amendments as presented. Motion passed.
  - h. Flooring Quotes** – The staff breakroom, staff restroom and the Children’s restroom all need flooring replacements. These areas are the last areas in the Library not to have had flooring replacements or refinishing. The board packet contained quotes, information and samples for the replacements. Based on cost Andrea recommended the bid from NBS be approved and the Board agreed. A motion was made by Sandra and supported by Christie to approve the bid from NBS to replace the staff breakroom, bathroom and Children’s bathroom flooring not to exceed \$7,000. Motion passed.
  - i. Reference Desk Renderings** – Library Design is working on creating plans for the new reference desk. The board packet contained the initial drawings and potential options for the desk. The Building Committee suggested getting locks on the storage doors. Andrea met with Library Design about detailed options. In addition to the Building Committee, Andrea also spoke with each librarian for their feedback. Once the final drawings are complete, Library Design will send the plans to three manufacturers to get the best price and will present to the Board at a future meeting.
14. CALL TO THE PUBLIC: No public present.
15. BOARD MEMBERS’ COMMENTS: Allison thanked Andrea for meeting with her to get her up-to-date on what she missed at the last meeting. DeeDee expressed her enjoyment with working with all the Trustees and hope they feel the same. There were no other comments from the Board members.
16. NEXT MEETING DATE: The next meeting is March 25, 2019, Regular Meeting 7:00 p.m.
17. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:56 p.m. Motion passed.

Respectfully submitted,  
Carol Barone, Executive Assistant