

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, March 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 Jennifer and supported by Sandra 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 February 25, 2019, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Christie and supported by Allison to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update from the City that reflected the budget amendments from last month and final property tax revenue is expected to be close to what is budgeted.
7. **DIRECTOR'S REPORT:** Michigan passed the Earned Sick Time Act law that goes into effect March 29. This law gives paid sick time to part-time employees and Andrea discussed it with the Board. Trustee email is subject to FOIA and without an official library email address, personal email addresses could be subject to a FOIA request. Andrea created email addresses for each of the Board members and passed them out to the group. Andrea signed up the Library for the Gleaner's Food for Fines program. During the month of April, patrons will be able to donate non-perishable food items to receive \$1 in fines forgiven per donated item up to \$5. All food will be donated to Hospitality House at the end of April. The City's Wage and Salary Committee met on March 20 and approved the Head of Youth position along with a salary grade. The position will now go before City Council in April. Andrea will have the job description ready for Board approval at the April meeting.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present and there wasn't an update.
10. **COMMUNICATIONS:** There was one suggestion in the board packet.
11. **UNFINISHED BUSINESS:**
 - a. **Trustee By-Law Amendments** – The Board packet contained the same version of the Trustee By-Law Amendments as last month. A motion was made by Allison and supported by Mary to approve the Trustee By-Law Amendments as presented. Motion passed
 - b. **Reference Desk** – The Board packet contained a formal quote from the lowest bidder and updated drawings from Library Design for the new reference desk. A discussion was held about the increase in cost from the original estimate due to the addition of locks on the

storage cabinet and the custom molding to match the molding throughout the Library. The Board discussed removing the bottom molding on the desk, keeping the locks on the storage cabinet and ensuring the literature tray is included. A motion was made by Allison and supported by Sandra to approve the quote for the reference desk not to exceed \$31,000. Motion passed unanimously.

12. NEW BUSINESS:

- a. **Establishment of a Public Hearing date to adopt the FY2019-20 Library budget-** The Library Board is required to hold a public hearing on the proposed 2019-2020 Library budget and the Board must adopt the budget prior to the May 28th City Council meeting. A motion was made by Jennifer and supported by Christie for a public hearing to be held on Monday, May 20, 2019 at 6:30 p.m. to adopt the 2019-2020 Library budget to be followed by the Regular Board Meeting at 7:00 p.m. Motion passed.
- b. **Computer Replacement Quote** – Included with last month’s budget amendments was replacing the oldest computers in the Library. The board packet contained a quote from TLN with discounted prices though Dell Premier for new computers. The quote includes 6 desktop replacements, a laptop, and 3 monitors. A motion was made by Jennifer and supported by Mary to approve the computer replacement quote not to exceed \$6,500. Motion passed.
- c. **FY2019-2020 Budget** – Andrea is working on the Fiscal Year 2019-2020 budget. She expects to see an increase in revenue this year, combined with lower longevity costs. She discussed restoring accounts that saw cuts the previous budget cycle as well as increasing the programming, material and electronic resources budget. The Board also discussed lowering circulation fine revenue for next fiscal year. A discussion was held about reducing audio visual fines.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS’ COMMENTS: Sandra commented that one of her friends didn’t realize the Library had movies. She suggested that we promote movies through Facebook. There were no other comments from the Board members.

15. NEXT MEETING DATE: The next meeting is April 22, 2019, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Christie to adjourn the meeting at 7:35 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant