

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, April 22, 2019

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. 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 March 25, 2019, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Allison to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained the budget review from the City and the accounts are where they should be. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** The flooring project was completed on April 19 when the Library was closed. The roof replacement should be completed this week depending on the weather. The roofing project has been noisy but patrons have been very understanding. Mango Languages offers 20+ ESL courses in addition to over 70 foreign languages and is now live. Andrea allocated funds from next year's budget to regularly purchase additional copies of eBooks and audiobooks on OverDrive Advantage that are available to Wixom patrons only. She will be making monthly Advantage purchases to meet popular demand and reduce wait times for holds. There are two open Board of Trustee positions open this year. Dee Dee is running again for one of the positions and Veronica Simmons will run for the other position. Both positions will appear on the November ballot.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council. Andrea will be attending the meeting tomorrow.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Andrea talked about the Spring Used Book Sale to be held May 8 through May 11. The Silent Auction started today and will end on May 4. In addition to their annual Children's Sidewalk Sale on June 18, they are planning a summer buy one, get one free sale in July. They held their quarterly meeting April 9 and approved a number of summer reading requests. Their quarterly meeting minutes were included in the packet.
10. **COMMUNICATIONS:** There was one suggestion in the board packet about painting classes.
11. **UNFINISHED BUSINESS:**
 - a. **Draft FY 2019-2020 Budget** – The board packet contained the draft of the FY2019-20 budget, budget worksheets, property tax comparison chart, along with a narrative and a detailed description of each library account. Andrea passed out an updated budget draft that reflected revised tax figures and information about the Headlee rollback. The millage will be

reduced to 1.0752 with Headlee. A discussion was held about the revised draft and no changes were made.

12. NEW BUSINESS:

- a. **Distribution of Director evaluation materials for May 20 meeting** – Each Board member received the Library Director evaluation materials to complete and return back to Dee Dee by May 15.
- b. **Head of Youth Services Job Description** – The wage and salary committee met in March and approved the Head of Youth Services job description and salary range. A motion was made by Sandra and supported by Allison to approve the Head of Youth Services job description pending approval at the April 23 City Council meeting. Motion passed unanimously.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Sandra asked about the inspirational quote posters that were discussed at an earlier meeting. Andrea said the quiet study room has them and there are now Harry Potter prints in Children's. Jennifer said she had the opportunity to attend a pre-school story time and thought it was very good. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is May 20, 2019, Special Meeting at 6:30 p.m. followed by the Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:31 p.m. Motion passed.

Respectfully submitted,
Carol Barone,
Executive Assistant