

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, May 20, 2019

1. **CALL TO ORDER:** The meeting was called to order at 7:03 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Jennifer Mulder.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Christie to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
5. **BUDGET REVIEW:** Andrea discussed the accounts that need budget amendments. All the other accounts are where they should be. There were no questions from the Board.
6. **DIRECTOR'S REPORT:** TLN updated the circulation statistics from January and Andrea gave the Board the amended statistical report. We have received the first State Aid payment and will receive the second half of the payment in late July or early August. That payment will be posted back to this fiscal year. Andrea thanked the Friends for all their hard work with the Spring Used Book Sale and Silent Auction. Andrea discussed the school and preschool visits and the summer reading program that officially begins on June 1. Allison commented that she was impressed with the variety of programs that we offer.
7. **UPDATE FROM CITY COUNCIL:** City Council approved the Head of Youth Services job description.
8. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends were present. Andrea talked about the Children's Sidewalk Sale on June 18.
9. **COMMUNICATIONS:** There were no suggestions or comments this month.
10. **UNFINISHED BUSINESS:**
 - a. **Reference Desk Update** – Andrea passed out drawings of the reference desk and a sample of the Corian for the countertop. We will have a temporary reference desk set up during the construction of the new desk.
11. **NEW BUSINESS:**
 - a. **PT Adult Librarian Job Description Revision** – The PT Adult Librarian position has been vacant for a few years and the job description needed to be updated. The board packet contained the updated job description. A motion was made by Christie and supported by Sandra to approve the PT Adult Librarian Job Description Revision. Motion passed.
 - b. **Chain of Command Policy Revision** – Due to the addition of the Head of Youth Services position the Chain of Command Policy needed to be revised. A motion was made by Allison

and supported by Sandra to approve the Chain of Command Policy Revision as presented in the board packet. Motion passed.

- c. **Fines & Fees Policy** – Andrea discussed the \$5.00 processing fee and the Board agreed to eliminate that fee. A motion was made by Sandra and supported by Mary to approve the Fines & Fees Policy as written in the board packet. Motion passed.
- d. **Audiovisual Policy Revision** – Andrea talked about changing the DVD fines from \$1 per day to 20 cents per day. A motion was made by Allison and supported by Christie to approve the Audiovisual Policy Revision as presented in the board packet. Motion passed.

12. CALL TO THE PUBLIC: No public present.

13. BOARD MEMBER'S COMMENTS: Mary will not be at the June 24th meeting.

14. NEXT MEETING DATE: The next meeting is June 24, 2019, Regular Meeting at 7:00 p.m.

15. ADJOURNMENT: A motion was made by Sandra and supported by Allison to adjourn the meeting at 7:29 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant