

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, June 24, 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, Jennifer Mulder, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Mary Proper.
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 MINUTES:** A motion was made by Jennifer and supported by Sandra to approve the minutes of the Special Meeting of May 20, 2019 as presented in the board packet. A motion was made by Sandra and supported by Allison to approve the minutes of the Regular Meeting of May 20, 2019. A motion was made by Sandra and supported by Christie to approve the minutes of the Closed Session of May 20, 2019. Motions passed.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed the expenditures that were included in the board packet. A motion was made by Allison and supported by Sandra to approve the expenditures as written in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a Budget Update. Andrea discussed the minor adjustments that need budget amendments along with adjustments due to the Local Community Stabilization funding.
7. **DIRECTOR'S REPORT:** Andrea discussed the Local Community Stabilization funding that we received in early June. Previously any extra funds collected were distributed with the original payment in October. This year overages were not sent out until May. The extra funds will go into the fund balance to be used for a specific project next fiscal year. The installation of the new reference desk is planned for the week of July 22. Andrea has been researching options to incorporate comfortable seating and additional space in the Jungle Room for interactive play as well as additional spots for quiet reading in the Children's area. She plans on having a discussion with the Board on potential space improvements at the July meeting. Andrea discussed the Summer Reading program, A Universe of Stories, with the group. DeeDee suggested sending out an email blast to remind patrons of upcoming programs.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends were present. The Friends raised \$271 during their Children's Sidewalk Sale on June 18.
10. **COMMUNICATIONS:** There were two comments from May that were included in the board packet.
11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. NEW BUSINESS:

- a. **FY 2018-2019 Budget Amendments** – The board packet contained the budget amendments to close out accounts at the year end. A motion was made by Sandra and supported by Christie to approve the FY 2018-2019 Budget Amendments as presented in the board packet. Motion passed unanimously.
- b. **Media Policy** – The Library has a general public relations policy that was adopted in 2005. Due to how much media has changed, the Public Relations policy needed to be updated to include a Media Policy. This updated policy not only covers patrons taking photos or videos within the Library but also addresses media contacts and how to manage media in the event of a crisis or emergency. A motion was made by Sandra and supported by Allison to approve the Public Relations/Media Policy as written in the board packet. Motion passed.
- c. **Patron Behavior Policy Revision** – Our current procedures and policies follow current legal standards in regards to what patrons are permitted to watch on Library computers as well as inappropriate behavior. Andrea contacted the lawyer to clarify how to handle the First Amendment rights of adults while also ensuring that we meet our obligation to protect minors under the Children’s Internet Protection Act (CIPA). A motion was made by Sandra and supported by Christie to approve the Patron Behavior Policy Revision as presented in the board packet. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER’S COMMENTS: Allison asked a question about the internet policy and Andrea discussed it with the group. There were no other comments from the Board.

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

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

Respectfully submitted,
Carol Barone,
Executive Assistant