

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 27, 2020

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by DeeDee. Board members present: Delores (DeeDee) Grant, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Christie Currier, Absent: Sandra Messing.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Allison to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the November 25, 2019, Regular Meeting were not approved due to two board members that attended the November meeting were absent. The approval of the minutes will occur at the February 24 meeting.
5. **PRESENTATION:** Library 2018-19 FY Audit by Plante & Moran: Nicollette Acho from Plante & Moran discussed key items in the audit with the Board. She said the Library received an unmodified opinion, which is the highest to receive. Our fund balance is in great shape. She had two recommendations to offer. One was using up-to-date mortality assumptions and the other was concerning cyber security and training staff to be aware and cautious.
6. **APPROVAL OF EXPENDITURES:** A motion was made by Allison and supported by Veronica to approve the expenditures as presented in the board packet. Motion passed.
7. **BUDGET REVIEW:** There was no budget review from the City. A budget update was in the board packet. Andrea also included the balance sheet showing the current fund balance. There were no questions from the Board.
8. **DIRECTOR'S REPORT:** The new breakroom furniture was installed December 20 and the new public computer chairs were delivered on January 14. The new window blinds are currently being installed and should be finished this week. Our new additional substitute librarian, Elizabeth, started on January 6 and will be scheduled 3 days a week to help with coverage during Hannah's maternity leave. Andrea, Emily and Karla attended a free webinar titled the Librarian's Guide to Homelessness, focusing on dealing with addiction and mental illness in an empathetic manner. Andrea discussed the Internet circuit/bandwidth upgrade that will start on July 1. We are currently maxing out our bandwidth first thing in the morning when a lot of patrons first arrive and upgrading should avoid issues both with busy patron times and software upgrades. The switch to fine free has gone smoothly and the response has been positive. A few patrons still want to pay fines and we suggest they are always welcome to make a voluntary donation.
9. **UPDATE FROM CITY COUNCIL:** Andrea and Veronica attended the last City Council meeting and there was nothing to report.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present. The Friends quarterly meeting was on January 14 and the meeting minutes were enclosed. The Board commented about the successful Holiday Book bundle sales.

11. COMMUNICATIONS: There was one comment in the suggestion box this month. It was undecipherable and there was no name or phone number on it to get additional information.

12. UNFINISHED BUSINESS:

- a. **Amended Window Treatment Quote** – Due to how the blinds in the adult upper windows were listed in the original quote, there was an increase of \$153.00 from the approved amount. A motion was made by Allison and supported by Jennifer to approve the amended window treatment bill for \$21,153.00. Motion passed.

13. NEW BUSINESS:

- a. **Election of Officers and Formation of Committees** - Officers were nominated and presented as follows: President – Christie was nominated by DeeDee and supported by Jennifer. Vice President – DeeDee was nominated by Jennifer and supported by Allison. Secretary – Allison was nominated by DeeDee and supported by Jennifer. Treasurer – Jennifer was nominated by DeeDee and supported by Veronica. Budget Committee: Jennifer, Allison and Sandra. Personnel Committee: Christie, Veronica and DeeDee. Building Committee: Allison, Veronica and DeeDee. A motion was made by Jennifer and supported by Allison to approve the officers and committees. Motion passed unanimously.
- b. **2020 & 2021 Holiday closings for TLN Shared System Calendar** – The board packet contained a list of the 2020 and 2021 holiday closures. Andrea recommends and the Board agrees that the 2020 calendar will remain as it was originally approved at the February 2019 board meeting. Andrea talked about the Library traditionally being closed on the Saturday before Memorial Day, the Saturday before Labor Day, the Saturday after Thanksgiving and the Saturday between Good Friday and Easter. A motion was made by Allison and supported by Jennifer to approve the 2021 holiday closing dates as presented in the board packet. Motion passed.
- c. **FY 2019-2020 Budget Amendments** – The board packet contained mid-year Budget Amendments and Andrea discussed them with the group. A motion was made by Jennifer and supported by Allison to approve the Budget Amendments as presented. Motion passed.
- d. **Meeting Room Policy Revision** – The current Meeting Room Policy hasn't been updated in 8 years. The political policy needed to be clarified and guidelines for scheduling, using and consequences for misuse needed to be addressed. Our lawyer reviewed and approved the changes and Andrea discussed them with the Board. A motion was made by Jennifer and supported by Veronica to approve the meeting room policy revision as written in the board packet. Motion passed.
- e. **Signage Proposals** – Andrea discussed the need for hanging wayfinding signs, end panel signs in adult and teen and tabletop signs in children's. The board packet contained proposals from Library Design. A motion was made by Allison and supported by Jennifer to approve the Signage Proposals not to exceed \$5,700. Motion passed.
- f. **2020 Strategic Plan and Survey** – Andrea has started working on our new strategic plan and staff held an initial meeting on January 13. For the planning process, we are working with Craig Lesley from SCORE free of charge. Andrea will still be coordinating and

writing the plan but Craig will help facilitate conversations and final goals. We will once again develop a four year plan spanning 2020-2024. Our current plan has served us well therefore we will update the existing plan based on current needs as opposed to starting from scratch. Andrea drafted a Community Survey that is in the board packet and asked the Board for suggestions. Jennifer suggested adding “other” to questions 10 and 11. A discussion was held. The survey will start February 10 and will be distributed through our eNewsletter, on social media and the Library via paper. Additionally, Andrea will request that the City of Wixom add it to their Friday eNews blast and share the link on their Facebook page in an effort to get feedback from non-users.

14. CALL TO THE PUBLIC: No public present.
15. BOARD MEMBERS’ COMMENTS: The Trustees welcomed Veronica to the Board.
16. NEXT MEETING DATE: The next meeting is February 24, 2020, Regular Meeting 7:00 p.m.
17. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:51 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant