

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, February 24, 2020

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Christie. Board members present: Christie Currier, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: DeeDee Grant. Also present: Al Boyko.
2. **APPROVAL OF AGENDA:** Requested by Andrea to amend the agenda to say “Approval of minutes – Regular Meeting of November 25, 2019; Regular Meeting of January 27, 2020.” A motion was made by Allison and supported by Veronica to approve the agenda as amended. 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 at the last meeting due to two board members that attended the November meeting being absent. A motion was made by Jennifer and supported by Christie to approve the minutes of the Regular Meeting of November 25, 2019. A motion was made by Jennifer and supported by Veronica to approve the minutes of the Regular Meeting of January 27, 2020.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed and there were no questions from the Board. A motion was made by Allison and supported by Veronica to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update was included in the board packet that reflects the budget amendments from last month. There were no questions from the Board.
7. **DIRECTOR’S REPORT:** Andrea will schedule a meeting with the budget committee in late March or early April to discuss the FY 2020-2021 budget. Discussion of next year’s budget will also be included on the March meeting agenda. The staff breakroom refrigerator recently broke after 19 years. Andrea purchased a new energy efficient refrigerator and it was delivered on February 14. Andrea discussed limiting our attendance on Family Fun Nights to big events like the Fireworks night. If we do this, staff would be able to go to daycare centers and child care programs to promote summer reading. Andrea is also looking into the possibility of partnering with the summer lunch program to provide books to kids, check in for prizes and more. TLN installed a SAM Management Console onsite in early February. So far, this has resolved the problem of the SAM client closing in the middle of patron sessions and preventing the patron from printing anything. Andrea has extended the community survey to the end of this week. We have received over 200 survey responses. She will compile the results and report back to the Board at the next meeting.
8. **UPDATE FROM CITY COUNCIL:** Nothing to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update. The Friends are getting ready for the Spring Book Sale.

10. COMMUNICATIONS: There were two comments regarding computer issues in the suggestion box this month from the same patron. Andrea talked about the Windows updates that were recently completed and the major change to our SAM server set-up. This should resolve any computer issues.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Appointment of Albert Boyko to Library Board of Trustees** - Sandra Messing resigned from the Board in early February. Al previously served on the Board from 2011 to 2017. A motion was made by Jennifer and supported by Allison to approve the appointment of Albert Boyko to fill Sandra Messing's position until the next general election in November 2021. Motion passed.
 - b. **Technology Plan 2020 – 2023** – Andrea is working on the Library of Michigan's voluntary program called Quality Service Audit Checklist (QSAC) that is designed to assist public libraries in setting service benchmarks. One item that needed updating as part of our QSAC certification was our Technology Plan. The board packet contained a Technology Plan draft. A discussion was held about the requirements and Andrea will send the Board the Library of Michigan QSAC requirements document. A motion was made by Jennifer and supported by Allison to approve the Technology Plan 2020 – 2023 as written in the board packet. Motion passed.
 - c. **Mobile Hotspot Policy Revision** – One of the most circulated items in our collection are our mobile hotspots. Due to their popularity, patrons trying to keep a hotspot checked out at all times is making it more difficult for the Library to meet community demand for this service. Andrea reviewed hotspot policies at area libraries and spoke with the Library's lawyer to revise the policy to limit hotspot checkouts to 1 checkout per month per library card. We currently have 10 hotspots and Andrea will see if we can obtain more hotspots and report back to the Board next month. A motion was made by Jennifer and supported by Veronica to approve the Mobile Hotspot Policy Revision as presented. Motion passed.
 - d. **Children's Programming Furniture** – The current furniture is old, heavy and only works for small preschool kids and not with tweens or teens. Andrea received pricing for 4 tables and 20 chairs that will be easier to move and is more versatile for kids of all ages. The board packet contained information, options and pricing for the Board to review. A motion was made by Jennifer and supported by Allison to approve the Children's furniture proposal from Library Design as presented in the board packet. Motion passed.
 - e. **Digital Resources** – TLN recently negotiated steep discounts on digital platforms provided by RBDigital. Digital checkouts continue to increase and the recent survey results show demand for more digital resources. The newspaper and Audiobook platforms offer unlimited patron use without holds for a flat price for the Library. The board packet contained RBDigital newspaper and Audiobook info sheets. A motion was made by Allison and supported by Veronica to subscribe to RBDigital Audiobooks and newspapers. Motion passed unanimously.
13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Al commented that he is glad to be back on the Board.
15. NEXT MEETING DATE: The next meeting is March 23, 2020, Regular Meeting 7:00 p.m.
16. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 8:04 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant