

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, May 18, 2020

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as authorized under Executive Order 2020-75 signed by Governor Whitmer to mitigate the spread of COVID-19. The meeting was called to order at 7:02 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Jennifer Mulder, Veronica Simmons, Director Andrea Dickson and Executive Assistant Carol Barone. Also present: Head of Youth Services Sara Hodgson. Arrived Late: Allison Wert. Absent: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the April 27, 2020, Regular Meeting were included in the board packet. A motion was made by Veronica and supported by Al to approve the minutes of the Regular Meeting of April 27, 2020. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the April expenditure report. Andrea discussed the expenditures with the group. The TLN bill for RBDigital is paid in full but will be split between this fiscal year and next. There were no questions from the Board. A motion was made by Jennifer and supported Al to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained the budget update for period ending May 31, 2020. Andrea anticipates higher cleaning costs and supplies as well as an increase in electronic materials due to COVID-19. Budget amendments will be included in the next regular board meeting.
7. **DIRECTOR'S REPORT:** Andrea arranged to have the carpet cleaned on May 4 while we were closed. The 8 week summer reading program will be entirely virtual via the Beanstack website and app. For patrons lacking internet access, we will offer a badge book mirroring the online program. Instead of a finale party, kids will get a prize pack and entries for raffle prizes for completing the program. Two performers previously scheduled will offer interactive virtual programs. We will offer additional story-time sessions as well as regularly scheduled book clubs. The children's craft room will be temporarily converted into a virtual programming space. Andrea budgeted for 15 new hotspots and the Friends have agreed to sponsor an additional 5 bringing the total of new hotspots to 20. The new hotspots are currently back ordered. Due dates and expiring patron library cards were extended into June. TLN made online card registration available through an option in our catalog and temporary digital cards can be issued without staff intervention.

8. UPDATE FROM CITY COUNCIL: Andrea attended the City Council meeting online and reported that they also presented their draft budget at the meeting.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Andrea is still in contact with the Friends and there was no update.
10. COMMUNICATIONS: No suggestions or comments. The Library continues to receive general usage questions and questions about accessing online resources.
11. UNFINISHED BUSINESS:
 - a. **Draft FY 2020-2021 Budget** – The budget committee met via electronic meeting on May 8 and they reviewed the proposed FY 2020-2021 budget line by line. The draft of the budget was included in the board packet for the board to review. Andrea discussed accounts in the budget and talked about the higher expenses due to COVID-19 and the decline in some revenue sources. The Board discussed the proposed budget and did not recommend any changes.
 - b. **COVID-19 Response** – Our lawyer recommended that the Board adopt an official policy regarding the Library reopening. She drafted a COVID-19 Response policy that Andrea sent to the board in an email. Andrea also revised the Pandemic Response grid to match the policy. She discussed the reopening stages with the board. The draft policy included limiting operating hours. A discussion was held regarding if more patrons at a time will access the library during the shorter hours than having the library opened for longer hours. The Board decided to retain our regular operating hours unless something changes. A motion was made by Jennifer and supported by Allison to approve the Reopening Policy as amended with normal operation hours starting with curbside services. Roll Call Vote: Al: yes, Christie: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
12. NEW BUSINESS: No new business.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: Veronica commented "Well done." No other comments.
15. NEXT MEETING DATE: The next meeting is Monday, June 8, 2020, Special Meeting 7:00 p.m.
16. ADJOURNMENT: A motion was made by Allison and supported by Al to adjourn the meeting at 7:55 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant