

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, June 22, 2020**

1. **CALL TO ORDER:** This meeting was held electronically via Zoom. The meeting was called to order at 7:05 p.m. by Allison. Board members present: Al Boyko, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Absent: Christie Currier. Excused Absent: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** Requested by Andrea to amend the agenda to add under New Business item “b. TLN – Mobile App.” A motion was made by Jennifer and supported by Al to approve the agenda as amended. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the June 8, 2020, Special Meeting were included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Special Meeting of June 8, 2020. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed the May expenditure report that was included in the board packet. Andrea had ordered more digital titles for Wixom residents which resulted in 3 invoices from OverDrive Advantage. There were additional expenses in COVID-19 related cleaning and supplies. A motion was made by Veronica and supported by Al to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The board packet contained the Revenue and Expenditure update. Budget amendments to close out accounts at the year end and are included in the board packet. A number of adjustments are needed due to COVID-19 cleaning costs and supplies along with adjustments resulting from the increased Local Community Stabilization funding.
7. **DIRECTOR’S REPORT:** We received an additional check from the Local Community Stabilization Authority. These extra funds will help cover COVID-19 expenses and allow us to use less from our fund balance for the capital projects already completed. Any extra funds left over will roll into next year’s fund balance for additional COVID-19 expenses. This year’s summer reading program has started and is all online with Beanstack for all ages. The librarians have planned a variety of virtual programs and grab-and-go program kits. We have received 5 additional hotspots from T-Mobile and they will be available for circulation in the next couple days.
8. **UPDATE FROM CITY COUNCIL:** Andrea attended the City Council meeting virtually and the City approved their FY 2020-2021 budget at the June 9 meeting.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update to report. They are helping to pay for some virtual programming and we appreciate that.

10. **COMMUNICATIONS:** We continue to receive emails and a lot of phone calls with questions regarding services available and accessing online resources.

11. **UNFINISHED BUSINESS:**

- a. **COVID-19 Response** – Andrea wanted to give the Board a general update on how the library is responding to the pandemic. Andrea has applied for a grant from the Library of Michigan for PPE, cleaning, supplies and hotspots. She is waiting for additional Plexiglas shields to come in for the remaining staff areas. Andrea anticipates that Grab & Go services will start on July 6. As of today, the City cancelled the summer concerts only through July 9. Normally during the concerts and events there is an influx of people that come into the library to cool off and use the restrooms. When that happens it will bring our occupancy level over the 25% limit that is currently in place. Andrea recommends closing the Library one hour before any city event so we stay in compliance with the COVID-19 requirements. A motion was made by Jennifer and supported by AI to close the library early before any summer concert or city event during the COVID-19 pandemic at the Director’s discretion. Roll Call Vote: AI: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

12. **NEW BUSINESS:**

- a. **FY19-20 Budget Amendments** – The board packet contained the Budget Amendments that reflect adjustments to expenses and revenues to even out accounts. Andrea discussed those adjustments to the group. A motion was made by Jennifer and supported by AI to approve the FY 2019-20 Budget Amendments that were included in the board packet. Roll Call Vote: AI: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
- b. **TLN Mobile App** – TLN negotiated a major discount for all member libraries from Capira that would integrate our online catalog, event calendar, digital services, digital library cards and a curbside module to put the information in one location. This would be a 3 year commitment. A motion was made by Veronica and supported by AI to approve the subscription to the Capira mobile app from TLN for 3 years. Roll Call Vote: AI: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. **CALL TO THE PUBLIC:** No public present.

14. **BOARD MEMBERS’ COMMENTS:**

Veronica: Veronica asked about the recent protest in Wixom and how the Library will address if there are future events now that the Library is reopening. Veronica also asked about the Library’s stance on Black Lives Matter. Andrea shared that the Library has purchased additional books about anti-racism and posted on social media about it, along with materials for Pride Month.

Allison: Allison commented on how quickly the library is making changes and that we have a great team.

15. **NEXT MEETING DATE:** The next meeting is Monday, July 27, 2020, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Al to adjourn the meeting at 7:58 p.m.

Respectfully submitted,  
Carol Barone, Executive Assistant