

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

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as authorized under Executive Order 2020-154 signed by Governor Whitmer to mitigate the spread of COVID-19. 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. Arrived Late: Delores (Dee Dee) Grant. Absent: Christie Currier.
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, 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 22, 2020, Regular Meeting was included in the board packet. A motion was made by Veronica and supported by Al to approve the minutes of the Regular Meeting of June 22, 2020. Roll Call Vote: Al: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the June expenditure report that included expenditures for FY 2019-20 and FY 2020-21. Andrea discussed the expenditures with the group. There were no questions from the Board. A motion was made by Veronica and supported 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:** Andrea was out of the office last week and couldn't access the reports. She reported that none of the accounts were over from the last fiscal year.
7. **DIRECTOR'S REPORT:** We received the second state aid payment for the full amount for FY 2019-20. We've received some of our June collection orders in July that must come out of the FY 2020-21 budget. Andrea asked the librarians to keep track of how much arrived after July 1 so we can adjust this year's budget with the amount unspent from last fiscal year related to the closure. This year's summer reading program is all online. Although we have good online participation, as expected our overall numbers are significantly lower. Andrea ordered laptops instead of desktops for this year's computer replacements. With the current needs of the librarians laptops can better facilitate remote work, virtual programming and video meetings. Andrea is working with TLN and Capira to get our app set up. It should be ready in 2-3 weeks.
8. **UPDATE FROM CITY COUNCIL:** No updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Andrea reported that the Friends are all doing well and there was no update.
10. **COMMUNICATIONS:** The board packet contained an email from a patron regarding the library card policy on minors having to sign the application to receive a library card. This policy was on the March agenda to update but due to the closure of the library it wasn't discussed. The policy

revision is on tonight's agenda. The Library has been receiving positive in person comments from patrons that they are happy to have library services available.

11. UNFINISHED BUSINESS:

- a. **COVID-19 Response** – Andrea updated the group on the Grab & Go phase that we are in. Latest research on the virus says it can live up to 96 hours on common library materials. We are now quarantining items for 4 days and signage has been updated in the library. Patron traffic in the library has been very slow with very few patrons in the library after 6 p.m. She talked about limiting hours the library is open for patrons. She also discussed the option of staff working with the same staff as a team. She asked the board for their feedback and a discussion was held. The board recommended that Andrea use her discretion on library operating hours as permitted under the Reopening Policy.

12. NEW BUSINESS:

- a. **Library Card Policy Revision** – The board packet contained an updated Library Card Policy for the Board to review. The changes to the policy include removing the minor's signature requirement and because we are fine free removing the overdue fine section. A motion was made by Jennifer and supported by AI to update the Library Card Policy as discussed. Roll Call Vote: AI: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: No comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, August 24, 2020, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Dee Dee and supported by AI to adjourn the meeting at 7:42 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant