

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

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as authorized under Executive Order 2020-48 signed by Governor Whitmer to mitigate the spread of COVID-19. The meeting was called to order at 7:00 p.m. by Christie. Board members present: Al Boyko, Christie Currier, Delores (Dee Dee) Grant, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Also present: Librarians Emily Dobbs and Sara Hodgson.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Dee Dee to approve the agenda as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** There was no board meeting in March due to the COVID-19 Library closure. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of February 24, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The board packet contained the February and March expenditure reports. Andrea discussed them with the group and there were no questions from the Board. A motion was made by Dee Dee and supported by Al to approve the expenditures as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
6. **BUDGET REVIEW:** The Revenue and Expenditure Report for period ending April 30, 2020 and the Balance Sheet showing our fund balance for period ending March 31, 2020 was included in the board packet. Andrea discussed the possibility of having budget amendments this fiscal year relating to COVID-19.
7. **DIRECTOR'S REPORT:** We were awarded a 2020 LSTA Public Library Service Grant by the Library of Michigan for \$1,500. The grant will be used to purchase Playaway Wonderbooks for early readers. Andrea arranged to add more digital resources available for patrons to access from home. We will be offering an entirely virtual summer reading program via the Beanstack website and app. She talked about the weekly storytimes on Facebook and the Books & Brews discussions on Zoom. TLN has extended due dates for items through the end of May.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Andrea has been in contact with the Friends. There will be no book sale in May and any activity with the Friends has been postponed.
10. **COMMUNICATIONS:** Andrea received an email from a patron expressing how impressed he was with our response to the pandemic and thanking the library for our efforts.

11. UNFINISHED BUSINESS: There was no unfinished business.

12. NEW BUSINESS:

a. Establishment of a Public Hearing date to adopt the FY 2020-2021 Library Budget –

If the public hearing has to be conducted electronically due to COVID-19, it must be noted in the public notice. By law, a notice must be published in *The Spinal Column* at least 6 days before the hearing date. We do not know if the current order will be extended further. Our lawyer has recommended that we delay the public hearing to early June to provide the required notice. A motion was made by Jennifer and supported by Al to approve a special meeting on Monday, June 8, 2020, at 7:00 p.m. to approve the Fiscal Year 2020-2021 budget and cancel the special meeting on Monday, May 18, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

A motion was made by Dee Dee and supported by Allison to approve a public hearing date on Monday, June 8, 2020 at 7:00 p.m. for the proposed Fiscal Year 2020-2021 budget and proposed millage rate. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

b. FY 2020-2021 Budget Discussion – Andrea has been working on the budget draft but the process has been delayed as a result of the COVID-19 closures. She expects to see an overall increase in revenue for next fiscal year but the ongoing COVID-19 pandemic will have impacts on where we spend funds next year. She expects to see declines in State Aid and penal fine revenue as a result of the pandemic. The vast majority of our revenue comes from local property taxes, which could be impacted in following fiscal years depending on how the economic crisis continues. Our fund balance is well above the auditor recommended 15-30% of our annual budget so we are in a good position in case of emergencies. The Board discussed increasing the number of hotspots for patrons and Andrea will ask the Friends if they will sponsor some of them. Our part time librarian will be graduating and Andrea would like to offer her a full time adult services position focusing on digital services should funding permit.

c. COVID-19 Discussion – Andrea developed a detailed pandemic response plan to establish protocol to be used by the Wixom Public Library during the COVID-19 pandemic. That plan is included in the board packet along with articles and information to help assist in re-opening the Library. Andrea and the Board discussed re-opening scenarios, necessary items needed before we open and safety procedures to be followed.

d. Infectious Disease Policy – The pandemic has resulted in the need to develop new policies to protect patrons and staff in the event of an infectious disease outbreak. Our lawyer developed an infectious disease policy tailored to libraries and it is included in the board packet. Andrea discussed the policy with the Board. A motion was made by Veronica and supported by Al to approve the Infectious Disease Policy as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Christie said "Great job" and Dee Dee was very impressed with the information provided.

15. NEXT MEETING DATE: The next meeting is May 18, 2020, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Dee Dee and supported by Allison to adjourn the meeting at 8:04 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant