

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, August 24, 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 7:00 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.
2. **APPROVAL OF AGENDA:** Andrea amended the agenda to include under “12. New Business, b. Telework Policy.” A motion was made by Jennifer and supported by Dee Dee to approve the agenda as amended. 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:** The minutes of the July 27, 2020, Regular Meeting was included in the board packet. A motion was made by Jennifer and supported by Al to approve the minutes of the Regular Meeting of July 27, 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 July expenditure report that included items that came in late for FY 2019-20 such as the draft budget resolution, streaming videos, Covid-19 expenses and software. There were no questions from the Board. A motion was made by Allison and supported Dee Dee 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:** Andrea discussed the budget update that was included in the board packet. We received the State Grant in July and that amount is currently showing in FY 2020-2021 but will be returned back into FY 2019-2020.
7. **DIRECTOR’S REPORT:** Andrea talked about the FY 2019-20 year end budget and the FY 2020-2021 budgets. We are in good shape and expect an increase to the fund balance estimated around \$409,069 which is 44% of this year’s budget. We had uncompleted capital improvement projects, COVID materials that arrived late and collection funds for materials that arrived late due to the COVID closure. Once we have more final figures for last fiscal year Andrea will include budget amendments on the September agenda. Our annual Community Reads event will launch on September 8 and will be virtual this year. Two of our pages will be starting college remotely and we will keep them on the payroll. The Capira Mobile App will go live in a couple of weeks. We are testing out the Slack workspace for the librarians and so far it is a useful tool for staff communication while working remotely.
8. **UPDATE FROM CITY COUNCIL:** No updates to report. City Hall is now open to the public.

9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update from the Friends. Andrea commented on the large amount of donated books that are just sitting in the storage room due to the Friends being unable to have the Spring Book Sale. Dee Dee suggested that we sell bags of grouped books for the Friends. Andrea will reach out to the Friends with ideas.
10. **COMMUNICATIONS:** There were no suggestions or comments this month.
11. **UNFINISHED BUSINESS:**
 - a. **COVID-19 Response** – The library started the revised service hours on Monday, August 10. The new hours for the Grab & Go reopening phase are Monday-Thursday 11am – 6pm and Friday-Saturday 11am-5pm. Curbside services are offered for all open hours. We are scheduling staff to be working in teams. We still have sufficient cleaning supplies. Andrea applied for and received a CARES Act grant from the Library of Michigan. \$500 is dedicated to PPE and cleaning supplies; \$1,440 will be used to purchase an additional 10 hotspots with a year of service and initial fees. We will be able to offer 25 hotspots for checkout.
12. **NEW BUSINESS:**
 - a. **Statement on Racial Equality** – The board packet contained a commitment to Racial Equality statement that Andrea and Veronica worked on together and the Board discussed at this meeting. This statement will be included on our home page. A motion was made by Dee Dee and supported by Al to approve the Racial Equality statement as written in the board packet. We will look at a formal equity, diversity and inclusion policy at a later date. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
 - b. **Telework Policy** – A formal policy is needed to address staff working remotely due to COVID and to be in compliance with our employee leasing agreement with the City. After consulting with our attorney, employment law attorney Michael Blum drafted a policy that is included in the board packet for review. The board discussed and amended the policy to state staff without internet access will be provided with a hotspot to use at the Director’s discretion. A motion was made by Dee Dee and supported by Allison to approve the Telework Policy as amended. 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:** Veronica appreciated everybody’s openness in the racial equality discussion. Dee Dee asked about what kinds of programming will we offer in the Fall. Andrea discussed the virtual programming plans. No other comments from the Board.
15. **NEXT MEETING DATE:** The next meeting is Monday, September 28, 2020, Regular Meeting at 7:00 p.m.
16. **ADJOURNMENT:** A motion was made by Jennifer and supported by Dee Dee to adjourn the meeting at 8:08 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant