

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, October 26, 2020

1. **CALL TO ORDER:** This meeting was held electronically via Zoom as permitted in the Open Meetings Act as amended by 2020 PA 228. The meeting was called to order at 7:01 p.m. by Christie. Board members present: Al Boyko participating from Wixom, MI, Christie Currier participating from Wixom, MI, Delores (Dee Dee) Grant participating from Wixom, MI, Jennifer Mulder participating from Wixom, MI, Veronica Simmons participating from Tampa, FL, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Al to approve the agenda as presented. 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 September 28, 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 September 28, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The expenditure report that was in the board packet contained a few duplicate vendor entries due to mail delays in receiving statements. There were no questions from the Board. A motion was made by Jennifer 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 board packet contained the budget update for period ending 10/31/2020. The update report included the budget amendments approved at last meeting. Andrea discussed and there were no questions from the Board.
7. **DIRECTOR'S REPORT:** Plante Moran, the Library's auditors are conducting the 2019-2020 audit remotely. The part-time Library Clerk position was posted and we received good candidates some with library experience for the position. We switched to Capira Curbside software on Monday, October 5 and the transition was smooth.
8. **UPDATE FROM CITY COUNCIL:** There were no updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update from the Friends. The mystery book bundles are selling slowly due to low traffic in the Library. The staff also put together Children's book bundles to sell in the Children's area. The Friends storage room is very full due to the Library closing before the Friends book sale in April. We cannot take any new donations yet.

10. COMMUNICATIONS: There were two comments from the same patron this month regarding printing issues. Andrea suggested that if he has problems again to speak with a librarian to solve the issue.

11. UNFINISHED BUSINESS:

- a. **COVID-19 Response** – The Library’s services and operations continue as they have been under the Grab & Go stage guidelines. Due to the Michigan Supreme Court removing the emergency powers law both our Reopening Policy and COVID-19 Response and Preparedness Plan have been updated and are posted on our website. The City is proceeding with a modified Tree Lighting event on Friday, December 4. Given the number of people who attend this event and that the parking in front of the Library will be closed off mid-afternoon, the Library’s hours will be modified to 10am – 3pm on December 4. Election Day is Tuesday, November 3. While the Library is not a polling place, the Community Center is a polling location for 2 of the 4 precincts in Wixom. A discussion was held and it was recommended that the Library close for patrons on that day but still have staff report.
- b. **Website Proposals** - The board packet contained website proposals from three companies that have worked the public libraries. Andrea discussed the pros and cons of each company with the group along with examples of websites currently using each company. She also included an estimated cost breakdown for 3 years. Based on features, staff and patron interfaces, long-term growth potential, and cost, Andrea recommended that the Library proceed with an Ebsco Stacks 3 year contract for the development of a new website. A motion was made by Jennifer and supported by Allison to approve the 3 year contract of Ebsco Stacks for website development. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

12. NEW BUSINESS:

- a. **2021 Meeting Dates** – The Board of Trustees 2021 meeting dates were included in the board packet. Every meeting is the 4th Monday of the month except for May being the 3rd Monday due to Memorial Day. There will also be a Public Hearing on the Budget before the regular meeting at 6:30 pm on May 17, 2021. A motion was made by Allison and supported by Al to approve the 2021 Meeting Dates as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
- b. **Mobile Hotspot Policy Revision** – We recently expanded our hotspot collection from 10 hotspots to 25 hotspots. Andrea is recommending that the Hotspot Policy be revised to allow a longer checkout period of 14 days and to reduce the overdue fine to \$2 per day. A motion was made by Dee Dee and supported by Veronica to approve the Mobile Hotspot Policy Revision as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.
- c. **Agreement for CARES Act Distribution between Oakland County and Wixom Public Library** – The board packet contained the Agreement for CARES Act Distribution and Andrea discussed the agreement and procedure with the group. A motion was made by Dee Dee and supported by Al to approve the Interlocal Agreement with Oakland County for the Distribution of CARES Act Funding and authorize the

Board President to sign the agreement. 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 commented that the Wi-Fi is a great help to patrons during this time. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, November 23, 2020, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Al to adjourn the meeting at 7:46 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

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