

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, November 23, 2020

1. **CALL TO ORDER:** Due to the capacity restrictions and social distancing requirements set forth in the MDDHS Director's Emergency Orders and the MIOSHA Rules, the meetings will be held electronically. Electronic participation is permitted by 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 Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Allison Wert.
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. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** The minutes of the October 26, 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 October 26, 2020. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
5. **APPROVAL OF EXPENDITURES:** There was no October invoice from the City on this expenditure report. There were no questions from the Board about the expenditures. A motion was made by Dee Dee and supported by Al to approve the expenditure report as presented in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
6. **BUDGET REVIEW:** A budget review is not included in this board packet as tax revenue has not been updated since early August. Andrea did tell the group that we are doing well on our expenditures.
7. **DIRECTOR'S REPORT:** Andrea expects to see a draft the FY 2019-2020 audit soon. Plante Moran, the Library's auditors will present the audit at January's meeting. We received 35 to 40 applications for the part-time library clerk position. Winter programming will focus on virtual book clubs, story-times and take and make craft kits. We purchased 4 Chromebooks for checkout along with ChromeOS Management licenses. We have started the process with Ebsco Stacks to build a new website. TLN has a new director, Steven Bowers.
8. **UPDATE FROM CITY COUNCIL:** The City Hall and Community Center has returned to appointment only business. There were no other updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** We still cannot accept donations of books from the public because there is no space to store them. Andrea has been in contact with the Friends board members to see if they had any ideas for selling some of the books in the storage room to free up space for donations.

10. COMMUNICATIONS: There were no comments or suggestions this month.

11. UNFINISHED BUSINESS:

- a. **COVID-19 Response** – Wixom and Oakland County have seen a significant rise in cases of Covid-19 since late October. On November 15, a MDHHS Epidemic Order was released that implements stricter guidelines for gatherings and reduced library capacity to 30% occupancy. All other neighbor libraries returned to curbside on November 18. After consulting with our Board President and our neighboring library directors, Andrea made the decision to move the Library back to curbside services effective Wednesday, November 18. As of today, the City’s Tree Lighting event has been moved to Friday, December 11. But that should not impact the Library since we are currently offering Curbside pickup of materials. Andrea will provide updates to the Board about the status of returning to the Grab & Go phase.

12. NEW BUSINESS:

- a. **Chromebook Policy** – In order to promote equitable access to online resources, the Wixom Public Library offers Chromebooks as a part of its circulating collection. The collection is meant for temporary uses such as education, employment, special projects, etc. We have purchased 4 new Chromebooks for check out. We also purchased a management license that enables us to disable the device if the Chromebook is not returned and allows us to ensure patron privacy. A motion was made by Veronica and supported by Al to approve the Chromebook Policy as written in the board packet. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
- b. **Vacation Leave Approval M. Floyd** – The City’s vacation leave policy states that full-time employees receive 2 weeks of vacation after 1 year of full-time employment. The Library Board has the option to approve vacation leave during the first year of employment and has done so in the past. Melitta has worked at the Library since 2017 and became full-time July 1. Andrea is requesting that the Library Board approve 1 week of vacation leave for Melitta Floyd upon 6 months of full-time employment. A motion was made by Dee Dee and supported by Al to approve one (1) week of vacation leave for Librarian Melitta Floyd upon six (6) months of full-time employment on January 1, 2021. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes. Motion passed.
- c. **Presentation of the FY 2019-2020 Annual Report** – The board packet contained the FY 2019-2020 Annual Report. The report included the annual goals and objectives of the Library, the finance report showing revenue and expenditures and highlights of programs and services offered during FY 2019-2020. The report also described what we did to serve Wixom patrons when Covid-19 hit. Dee Dee said it looked great and Andrea did a good job on it. Veronica asked if the report can be posted on social media.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Veronica asked if there was a way to re-promote Tutor.com. Andrea discussed the features of Tutor.com and said that was a good idea. Dee Dee said she forgot about Tutor.com and will access it. Jennifer appreciated the new auto renewal process when her items were due. There were no other comments from the Board.
15. NEXT MEETING DATE: The next meeting is Monday, January 25, 2021, 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 7:51 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

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