

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, September 28, 2020**

1. **CALL TO ORDER:** This meeting was held electronically via Zoom. The meeting was called to order at 7:00 p.m. by Dee Dee. Board members present: Al Boyko, Delores (Dee Dee) Grant, Jennifer Mulder, Veronica Simmons, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused absent: Christie Currier.
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, 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 August 24, 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 August 24, 2020. Roll Call Vote: Al: 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 an incorrect contracted rate from the last fiscal year for city services in the August invoice. Andrea sent the group a revised expenditure report that updated the August city service. Baker and Taylor expenditures showed July and August due to mail delays. There were no questions from the Board. A motion was made by Jennifer and supported by Al to approve the expenditures as amended. Roll Call Vote: Al: 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 9/30/2020. Andrea discussed and there were no questions from the Board.
7. **DIRECTOR'S REPORT:** The Michigan Library Association annual conference will be held virtually. They offered a group package rate that allows all of our librarians and clerks to attend. The state budget shortfall was significantly less than expected and libraries should receive an increase to State Aid. Andrea signed us up for a full subscription for TumbleBooks with the TLN discounted pricing. TumbleBooks provides digital books, picture books, graphic novels, chapter books and read-alongs for kids. Tutor.com launched on September 8. Tutor.com Learning Suite offers online academic tutoring to K-12 and college students, as well as practice tests and career coaching for adults. We are in the process of switching to Capira Curbside for curbside holds and there will be a link on our website. Autorenewal of materials will begin on October 1. The autorenewal notices will be tied to the coming due notices that patrons receive 3 days prior to an item being due.
8. **UPDATE FROM CITY COUNCIL:** No updates to report.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no update from the Friends. Library staff put together mystery book bundles from the Friends storage room. The bags will be sold \$5 for 5 hardcovers and \$3 for 6 paperbacks.

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

11. UNFINISHED BUSINESS:

- a. **COVID-19 Response** – The Library’s services continue as they have been under the Grab & Go stage guidelines. More patrons are using the online hold options to either quickly pickup holds at the front desk or curbside. Electronic usage remains high. Andrea applied for reimbursement for COVID-19 costs under the Oakland County CARES Act funding to libraries. An infectious disease doctor from MDHHS spoke about COVID in relation to libraries at a director’s zoom meeting and Andrea included highlights from that session in the board packet. A comment from Veronica was made about the Walled Lake Board of Education proposing a hybrid schedule with students having Wednesdays off. It was suggested that the Library offer virtual programs or virtual field trips on that day.

12. NEW BUSINESS:

- a. **Website** – The Library has built and maintained its own website for the last 10 to 11 years. There isn’t an outside support option for any upgrades or issues. Recently, we encountered an issue when upgrading plug-ins on our website that crashed the entire site. At the August meeting there was a brief discussion of using part of the excess fund balance on direct patron services. Andrea recommends using some of the funds to build a new website using an outside company with ongoing support available. The board packet contained information on two vendors and Andrea will get information on a third to present at the next board meeting. The Board discussed wanting a website that could continue to grow with the Library.
- b. **FY 2020-2021 Budget Amendments** – The board packet contained budget amendments to even out accounts. We received State Grants and CARES Act funds through the Library of Michigan. Due to COVID-19, we continue to see increased usage of electronic content and had delayed capital improvement and materials costs from FY 19-20 due to shipping and manufacturing delays. A motion was made by Jennifer and supported by Al to approve the FY 2020-2021 Budget Amendments as presented in the board packet. Roll Call Vote: Al: 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, October 26, 2020, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:35 p.m.

Respectfully submitted,  
Carol Barone, Executive Assistant