

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
Electronic Meeting Via Zoom
MINUTES OF REGULAR BOARD MEETING
Monday, March 22, 2021

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 254. The meeting was called to order at 7:00 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, Allison Wert participating from Wixom, MI, Director Andrea Dickson and Executive Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** Requested by Andrea to amend the agenda to correct the fiscal year on item 12. New Business, item c. from FY 2019-20 to FY 2021-22. A motion was made by Jennifer and supported by Allison 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 February 22, 2021, Regular Meeting were included in the board packet. A motion was made by Veronica and supported by Al to approve the minutes of the Regular Meeting of February 22, 2021. 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 March 2021 expenditure report. There were no questions from the Board. A motion was made by Jennifer and supported by Allison to approve the March expenditure report as written 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 a budget update that included last month's budget amendments. We are on track with our budget and there were no questions.
7. **DIRECTOR'S REPORT:** Andrea is working on the FY 2021-2022 budget. She is waiting for final revenue figures from the City and County before she prepares the first draft of the budget. She will then contact the Finance Committee to schedule a meeting. TLN has arranged for an Employee Assistance Program for staff members at any member library

that provides a variety of services including counseling, legal and financial resources and more. Our new website is almost ready with an expected launch date of April 7. Jennifer commented that the newsletter is a great idea. Allison asked about the DEI Workshops for staff and Andrea talked about it to the group.

8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Karla has been sending books from the Friends room to Better World Books. The Library/Friends will receive a quarterly payment of 10% of the profits of what is sold.
10. COMMUNICATIONS: There were no suggestions or communications this month.
11. UNFINISHED BUSINESS:
 - a. **COVID-19 Response** – The Library continues to operate in the Grab & Go mode. There is an increase in foot traffic and curbside appointments have slowed down. A new MDHHS epidemic order became effective March 5 that changed occupancy to 50% occupancy (including staff present in the building). The City Council will be meeting this week and we will see if they extend the state of emergency that would allow electronic Board meetings to continue.
 - b. **Videogame Collection** – Andrea reviewed the last patron survey, examined our A/V collection trends and contacted the Novi and Commerce libraries about their video game experiences. In our recent survey we did not get any comments requesting video games. Commerce started a video game collection in 2019 and have had a positive experience so far. Novi eliminated their collection mainly due to high theft. Based on our budget, space restrictions and the gradual shift from physical to digital content, Andrea did not think it is a good use of funds to develop a video game collection at this time. She will check back with Commerce in a year to see how it goes with them. The Board agreed that there are valid reasons not to do it right now but will revisit in the future.
 - c. **eResource Review** – After last month's Board meeting, TLN set up BookFlix for the Library. Andrea talked about Universal Class, Value Line and InfoBase Learning Cloud with the Board. Andrea still doesn't have a quote from Value Line but she doesn't see a large usage of this database compared to the expected cost. Learning Cloud offers professional development and technology training videos. The cost for Learning Cloud is more reasonable but they have less content than Universal Class. Universal Class has a broad range of subjects that offers continuing education courses and video-based courses for patrons interested in professional or personal growth. Andrea recommended and the

Board agreed that we wait until OverDrive determines the future of the Universal Class product and the cost before we commit to it.

12. NEW BUSINESS:

- a. **Architectural Proposal for Craft Room** – Andrea and Sara met with the City’s architect Piet Lindhout from Lindhout Associates Architects regarding the Children’s craft room and our goals for the renovation. The board packet contained the proposal that included architectural services for schematics, preparation of construction documents, assistance with the bidding process, and construction oversight. A motion was made by Dee Dee and supported by Allison to approve the architectural proposal for the Children’s craft room not to exceed \$7,000. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

Veronica asked about painting projects we could do in the Library while we have fewer patrons in the building. The wallpaper is peeling throughout the Library and it would be a good time to remove or replace the wallpaper and paint. Andrea will get information and will report back to the Board at next month’s meeting.

- b. **SenSource People Counter Proposal** – We are required to provide patron visits on our State Aid report and the statistics are used for a lot of other purposes as well. Currently our security gates take a running total of people coming into the Library. The SenSource system is more accurate and provides additional data that can be used when looking at staff scheduling and library hours. TLN recently negotiated discounts for SenSource people counters. Andrea is recommending that we utilize the discounted pricing through TLN and SenSource to get a people counting system that is separate from the security gate system. The board packet contained an overview of the system and the quote for equipment, installation, shipping and the first year of software licensing. There is a minimal software license fee in future years. A motion was made by Jennifer and supported by Al to approve the proposal for the SenSource People Counter. Roll Call Vote: Al: yes, Christie: yes, Dee Dee: yes, Jennifer: yes, Veronica: yes, Allison: yes. Motion passed.

- c. **Establishment of a Public Hearing date to adopt the FY 2021-22 budget** – The Library Board is required to hold a public hearing on the proposed FY 2020-21 Library budget and the Board must adopt the budget prior to the May 25 City Council meeting. A motion was made by Allison and supported by Al to approve the Public Hearing to adopt the FY 2021-22 budget on May 17 at 6:30 p.m. 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: Allison asked about the incident report that was in the board packet and Andrea discussed. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is Monday, April 26, 2021, Regular Meeting at 7:00 pm.

16. ADJOURNMENT: A motion was made by Allison and supported by Al to adjourn the meeting at 7:51 pm.

Respectfully submitted,
Carol Barone, Executive Assistant

DRAFT