



Library Board of Trustees

**January 28, 2019 meeting was
cancelled due to inclement weather.**

**The next Board of Trustee meeting is
Monday, February 25, 2019 at 7 p.m.**

Meeting dates and notices are posted to
wixomlibrary.org/about/library-board-of-trustees

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, February 25, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Christie Currier, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone.
2. APPROVAL OF AGENDA: A motion was made by Sandra and supported by Jennifer to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: A motion was made by Sandra and supported by Mary to approve the minutes of the November 26, 2018, Regular Meeting as written. Motion passed.
5. PRESENTATION: Library 2017-18 FY Audit by Nicollette Acho from Plante & Moran. The Library received an unmodified opinion the highest level for an audit. No new accounting policies were adopted, and the application of existing policies was not changed during 2018, with the exception of GASB No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. Accordingly, the accounting change has been retrospectively applied to prior periods. She discussed other key items in the audit. Our fund balance is in good shape at 37% of our budget. The recommendation is to have 15-30% in the fund balance. Nicollette recommended that Board approve expenditures to be earmarked for future projects and add funds in accounts that need funding to get to that recommended 30% maximum.
6. APPROVAL OF EXPENDITURES: A motion was made by Christie and supported by Sandra to approve the expenditures from December 2018, January 2019 and February 2019 as presented in the board packet. Motion passed.
7. BUDGET REVIEW: The board packet contained a budget update from the City. Winter tax revenue is now shown on the update.
8. DIRECTOR'S REPORT: DPW will start replacing lightbulbs with LED lights. City Council approved the 2.5% raises at the December 11 meeting. Andrea started preparing a draft of FY 2019-2020's budget and expects to schedule a meeting with the budget committee mid to late March. TLN recently offered an opportunity to do a co-op wide discounted bulk purchase of children's VOX books. VOX books are a combination book and audiobook unit that reads the story to a child. Kanopy is a streaming service for patrons that has a specialized collection of films, documentaries, PBS shows, Criterion Collection films, and more. It is a pay per circulation model and Andrea obtained a free trial and pricing information that is included in the board packet. Information about the fine free trend was in the board packet and a discussion was held. Andrea wanted the Board to be aware of this trend.
9. UPDATE FROM CITY COUNCIL: Andrea attended the December 11 meeting where the City Council approved 2.5% raises, an increase to full-time staff retirement contributions over the next 3 years and an increase to retirement healthcare starting in 2020.
10. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends was present. The Friends quarterly meeting was in January and they approved all of our funding requests

including spring programs and summer reading promotional products. Andrea thanked the Friends for the generous donation.

11. **COMMUNICATIONS:** In the board packet there were three suggestions from December and one from January.
12. **UNFINISHED BUSINESS:** There was no unfinished business.
13. **NEW BUSINESS:**
 - a. **Election of Officers and Formation of Committees** - Officers were nominated and presented as follows: President – DeeDee was nominated by Jennifer and supported by Sandra. Vice President – Christie was nominated by Allison and supported by DeeDee. Secretary – Allison was nominated by DeeDee and supported by Jennifer. Treasurer – Jennifer was nominated by Mary and supported by Sandra. Motion passed unanimously. The committees were formed: Budget Committee: Jennifer, Mary and Christie. Personnel Committee: DeeDee, Sandra and Allison. Building Committee: Sandra, DeeDee and Allison. Motion passed unanimously.
 - b. **2019 & 2020 Holiday Closings for TLN Shared System Calendar** – The board packet contained a list of the 2019 and 2020 holiday closures. Andrea recommends and the Board agrees that the 2019 calendar will remain as it was originally approved at the January 22, 2018 board meeting. Andrea discussed the Christmas and New Year holiday dates occurring on Friday in 2020 and proposed closing on Saturday after the holiday. A motion was made by Sandra and supported by Allison to approve the 2020 holiday closing dates as presented in the board packet. Motion passed.
 - c. **Request for Reconsideration of Library Material** – The Library received a Request for Reconsideration of Library Material form concerning the movie “Detroit” from a patron, Ronald Wright. Andrea reviewed the Library’s Collection Development Policy, including the Library Bill of Rights and the Freedom to Read statements. She also read reviews, examined usage statistics and watched the film. The Board discussed the request and found that the film fits within the Library’s Collection Development policy. A motion was made by Christie and supported by Sandra to retain the film “Detroit” in our collection. Motion passed unanimously.
 - d. **Job Description Revisions** – Andrea recently reviewed the job responsibilities and distribution of responsibilities among the library’s professional staff. All of the full-time librarian positions involve supervising other library staff or volunteers. The proposed revisions include shifting the supervisory responsibilities for the full-time Teen and Adult Services Librarian and Children’s Librarian. The revisions propose moving the supervision of the Library pages to the Teen & Adult Services Librarian. The full-time Children’s Librarian handles the day-to-day management of any part-time Children’s Librarian or Library Assistant. Andrea is working to create a Head of Youth Services job description that will include supervision of the part-time Library Assistants and being the Librarian in charge in absence of the Library Director. A motion was made by Jennifer and supported by Sandra to approve the Teen and Adult Services Librarian job description revision as presented in the board packet. Motion passed.
 - e. **FOIA Policy Revisions** – The Michigan legislature approved two important amendments to the Michigan Freedom of Information Act (FOIA). Our lawyer prepared revised documents that included the new Resolution, Policy and Guidelines, Written Summary and Detailed

Itemization that was included in the board packet. Andrea discussed the changes to the group. A motion was made by Christie and supported by Sandra to approve the FOIA Procedures and Guidelines Policy and Written Summary as presented in the board packet. Motion passed.

- f. **Proposed Trustee By-Law Amendments** – The Library Board of Trustee By-Laws are the governing document for the Library Board of Trustees. The Trustee By-Laws have not been reviewed by a lawyer since their adoption in 2007. Andrea thought it would be prudent to send them to our lawyer for review given the number of legal changes that occur. The board packet contained the proposed revisions. The Trustee By-Laws require a minimum of 10 days for each Trustee to review the proposed amendments. For this reason, voting to adopt the changes will be at the March meeting.
- g. **Budget Amendments** – The board packet contained mid-year Budget Amendments to even out accounts and Andrea discussed them with the group. She increased funds in the accounts that had to be cut during the budget process, increased accounts that always need more money and placed additional funds into the capital improvement account to purchase smaller items. A motion was made by Sandra and supported by Mary to approve the Budget Amendments as presented. Motion passed.
- h. **Flooring Quotes** – The staff breakroom, staff restroom and the Children's restroom all need flooring replacements. These areas are the last areas in the Library not to have had flooring replacements or refinishing. The board packet contained quotes, information and samples for the replacements. Based on cost Andrea recommended the bid from NBS be approved and the Board agreed. A motion was made by Sandra and supported by Christie to approve the bid from NBS to replace the staff breakroom, bathroom and Children's bathroom flooring not to exceed \$7,000. Motion passed.
- i. **Reference Desk Renderings** – Library Design is working on creating plans for the new reference desk. The board packet contained the initial drawings and potential options for the desk. The Building Committee suggested getting locks on the storage doors. Andrea met with Library Design about detailed options. In addition to the Building Committee, Andrea also spoke with each librarian for their feedback. Once the final drawings are complete, Library Design will send the plans to three manufacturers to get the best price and will present to the Board at a future meeting.

14. CALL TO THE PUBLIC: No public present.

15. BOARD MEMBERS' COMMENTS: Allison thanked Andrea for meeting with her to get her up-to-date on what she missed at the last meeting. DeeDee expressed her enjoyment with working with all the Trustees and hope they feel the same. There were no other comments from the Board members.

16. NEXT MEETING DATE: The next meeting is March 25, 2019, Regular Meeting 7:00 p.m.

17. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:56 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, March 25, 2019**

1. **CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by DeeDee. Board members present: Christie Currier, Delores (DeeDee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Sandra to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Mary to approve the minutes of the February 25, 2019, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Christie and supported by Allison to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update from the City that reflected the budget amendments from last month and final property tax revenue is expected to be close to what is budgeted.
7. **DIRECTOR'S REPORT:** Michigan passed the Earned Sick Time Act law that goes into effect March 29. This law gives paid sick time to part-time employees and Andrea discussed it with the Board. Trustee email is subject to FOIA and without an official library email address, personal email addresses could be subject to a FOIA request. Andrea created email addresses for each of the Board members and passed them out to the group. Andrea signed up the Library for the Gleaner's Food for Fines program. During the month of April, patrons will be able to donate non-perishable food items to receive \$1 in fines forgiven per donated item up to \$5. All food will be donated to Hospitality House at the end of April. The City's Wage and Salary Committee met on March 20 and approved the Head of Youth position along with a salary grade. The position will now go before City Council in April. Andrea will have the job description ready for Board approval at the April meeting.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends was present and there wasn't an update.
10. **COMMUNICATIONS:** There was one suggestion in the board packet.
11. **UNFINISHED BUSINESS:**
 - a. **Trustee By-Law Amendments** – The Board packet contained the same version of the Trustee By-Law Amendments as last month. A motion was made by Allison and supported by Mary to approve the Trustee By-Law Amendments as presented. Motion passed
 - b. **Reference Desk** – The Board packet contained a formal quote from the lowest bidder and updated drawings from Library Design for the new reference desk. A discussion was held about the increase in cost from the original estimate due to the addition of locks on the

storage cabinet and the custom molding to match the molding throughout the Library. The Board discussed removing the bottom molding on the desk, keeping the locks on the storage cabinet and ensuring the literature tray is included. A motion was made by Allison and supported by Sandra to approve the quote for the reference desk not to exceed \$31,000. Motion passed unanimously.

12. NEW BUSINESS:

- a. **Establishment of a Public Hearing date to adopt the FY2019-20 Library budget-** The Library Board is required to hold a public hearing on the proposed 2019-2020 Library budget and the Board must adopt the budget prior to the May 28th City Council meeting. A motion was made by Jennifer and supported by Christie for a public hearing to be held on Monday, May 20, 2019 at 6:30 p.m. to adopt the 2019-2020 Library budget to be followed by the Regular Board Meeting at 7:00 p.m. Motion passed.
- b. **Computer Replacement Quote** – Included with last month's budget amendments was replacing the oldest computers in the Library. The board packet contained a quote from TLN with discounted prices though Dell Premier for new computers. The quote includes 6 desktop replacements, a laptop, and 3 monitors. A motion was made by Jennifer and supported by Mary to approve the computer replacement quote not to exceed \$6,500. Motion passed.
- c. **FY2019-2020 Budget** – Andrea is working on the Fiscal Year 2019-2020 budget. She expects to see an increase in revenue this year, combined with lower longevity costs. She discussed restoring accounts that saw cuts the previous budget cycle as well as increasing the programming, material and electronic resources budget. The Board also discussed lowering circulation fine revenue for next fiscal year. A discussion was held about reducing audio visual fines.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Sandra commented that one of her friends didn't realize the Library had movies. She suggested that we promote movies through Facebook. There were no other comments from the Board members.

15. NEXT MEETING DATE: The next meeting is April 22, 2019, Regular Meeting 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Christie to adjourn the meeting at 7:35 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, April 22, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone.
2. APPROVAL OF AGENDA: A motion was made by Jennifer and supported by Mary to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: A motion was made by Christie and supported by Sandra to approve the minutes of the March 25, 2019, Regular Meeting as written. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by Allison to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained the budget review from the City and the accounts are where they should be. There were no questions from the Board.
7. DIRECTOR'S REPORT: The flooring project was completed on April 19 when the Library was closed. The roof replacement should be completed this week depending on the weather. The roofing project has been noisy but patrons have been very understanding. Mango Languages offers 20+ ESL courses in addition to over 70 foreign languages and is now live. Andrea allocated funds from next year's budget to regularly purchase additional copies of eBooks and audiobooks on OverDrive Advantage that are available to Wixom patrons only. She will be making monthly Advantage purchases to meet popular demand and reduce wait times for holds. There are two open Board of Trustee positions open this year. Dee Dee is running again for one of the positions and Veronica Simmons will run for the other position. Both positions will appear on the November ballot.
8. UPDATE FROM CITY COUNCIL: No update from City Council. Andrea will be attending the meeting tomorrow.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: Andrea talked about the Spring Used Book Sale to be held May 8 through May 11. The Silent Auction started today and will end on May 4. In addition to their annual Children's Sidewalk Sale on June 18, they are planning a summer buy one, get one free sale in July. They held their quarterly meeting April 9 and approved a number of summer reading requests. Their quarterly meeting minutes were included in the packet.
10. COMMUNICATIONS: There was one suggestion in the board packet about painting classes.
11. UNFINISHED BUSINESS:
 - a. **Draft FY 2019-2020 Budget** – The board packet contained the draft of the FY2019-20 budget, budget worksheets, property tax comparison chart, along with a narrative and a detailed description of each library account. Andrea passed out an updated budget draft that reflected revised tax figures and information about the Headlee rollback. The millage will be

reduced to 1.0752 with Headlee. A discussion was held about the revised draft and no changes were made.

12. NEW BUSINESS:

a. **Distribution of Director evaluation materials for May 20 meeting** – Each Board member received the Library Director evaluation materials to complete and return back to Dee Dee by May 15.

b. **Head of Youth Services Job Description** – The wage and salary committee met in March and approved the Head of Youth Services job description and salary range. A motion was made by Sandra and supported by Allison to approve the Head of Youth Services job description pending approval at the April 23 City Council meeting. Motion passed unanimously.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Sandra asked about the inspirational quote posters that were discussed at an earlier meeting. Andrea said the quiet study room has them and there are now Harry Potter prints in Children's. Jennifer said she had the opportunity to attend a pre-school story time and thought it was very good. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is May 20, 2019, Special Meeting at 6:30 p.m. followed by the Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Allison to adjourn the meeting at 7:31 p.m. Motion passed.

Respectfully submitted,
Carol Barone,
Executive Assistant

WIXOM PUBLIC LIBRARY LIBRARY BOARD OF TRUSTEES

MINUTES OF SPECIAL MEETING

Monday, May 20, 2019

6:30 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 6:35 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Jennifer Mulder.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Mary to approve the agenda as presented. Motion passed.
3. **PUBLIC HEARING:** Fiscal Year 2019 - 2020 Proposed Library Budget. There were no members of the public present.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Christie to approve the minutes of the April 22, 2019 regular meeting as written.
5. **UNFINISHED BUSINESS:**
 - a. Adoption of FY2019-2020 Proposed Library Budget. The board packet contained the 2019-20 Proposed Library Budget. A motion was made by Mary and supported by Sandra to approve the FY2019-2020 Proposed Library Budget as written. A roll call vote was held. Sandra (yes), Allison (yes), Mary (yes), Christie (yes) and Dee Dee (yes). Motion passed.
6. **NEW BUSINESS:**
 - a. Consideration of holding a Closed Session to discuss an item exempt from disclosure under the Open Meeting Act. A motion was made by Sandra and supported by Allison to hold a Closed Session under Section 8(a) of the Open Meetings Act for the annual personnel evaluation of the Library Director. A roll call vote was held. Sandra (yes), Allison (yes), Mary (yes), Christie (yes) and Dee Dee (yes). Motion passed.

Entered into Closed Session at 6:39. Returned from Closed Session at 6:52 p.m.

7. **CALL TO THE PUBLIC:** No members of the public present.
8. **ADJOURNMENT:** It was moved by Allison and supported by Christie to adjourn the meeting at 6:52 p.m.

Respectfully Submitted,
Carol Barone, Executive Assistant

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, May 20, 2019**

1. **CALL TO ORDER:** The meeting was called to order at 7:03 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Jennifer Mulder.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Christie to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
5. **BUDGET REVIEW:** Andrea discussed the accounts that need budget amendments. All the other accounts are where they should be. There were no questions from the Board.
6. **DIRECTOR'S REPORT:** TLN updated the circulation statistics from January and Andrea gave the Board the amended statistical report. We have received the first State Aid payment and will receive the second half of the payment in late July or early August. That payment will be posted back to this fiscal year. Andrea thanked the Friends for all their hard work with the Spring Used Book Sale and Silent Auction. Andrea discussed the school and preschool visits and the summer reading program that officially begins on June 1. Allison commented that she was impressed with the variety of programs that we offer.
7. **UPDATE FROM CITY COUNCIL:** City Council approved the Head of Youth Services job description.
8. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends were present. Andrea talked about the Children's Sidewalk Sale on June 18.
9. **COMMUNICATIONS:** There were no suggestions or comments this month.
10. **UNFINISHED BUSINESS:**
 - a. **Reference Desk Update** – Andrea passed out drawings of the reference desk and a sample of the Corian for the countertop. We will have a temporary reference desk set up during the construction of the new desk.
11. **NEW BUSINESS:**
 - a. **PT Adult Librarian Job Description Revision** – The PT Adult Librarian position has been vacant for a few years and the job description needed to be updated. The board packet contained the updated job description. A motion was made by Christie and supported by Sandra to approve the PT Adult Librarian Job Description Revision. Motion passed.
 - b. **Chain of Command Policy Revision** – Due to the addition of the Head of Youth Services position the Chain of Command Policy needed to be revised. A motion was made by Allison

APPROVED: 6/24/2019

and supported by Sandra to approve the Chain of Command Policy Revision as presented in the board packet. Motion passed.

- c. **Fines & Fees Policy** – Andrea discussed the \$5.00 processing fee and the Board agreed to eliminate that fee. A motion was made by Sandra and supported by Mary to approve the Fines & Fees Policy as written in the board packet. Motion passed.
- d. **Audiovisual Policy Revision** – Andrea talked about changing the DVD fines from \$1 per day to 20 cents per day. A motion was made by Allison and supported by Christie to approve the Audiovisual Policy Revision as presented in the board packet. Motion passed.

12. CALL TO THE PUBLIC: No public present.

13. BOARD MEMBER'S COMMENTS: Mary will not be at the June 24th meeting.

14. NEXT MEETING DATE: The next meeting is June 24, 2019, Regular Meeting at 7:00 p.m.

15. ADJOURNMENT: A motion was made by Sandra and supported by Allison to adjourn the meeting at 7:29 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, June 24, 2019

1. **CALL TO ORDER:** The meeting was called to order at 7:03 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Christie to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Sandra to approve the minutes of the Special Meeting of May 20, 2019 as presented in the board packet. A motion was made by Sandra and supported by Allison to approve the minutes of the Regular Meeting of May 20, 2019. A motion was made by Sandra and supported by Christie to approve the minutes of the Closed Session of May 20, 2019. Motions passed.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed the expenditures that were included in the board packet. A motion was made by Allison and supported by Sandra to approve the expenditures as written in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a Budget Update. Andrea discussed the minor adjustments that need budget amendments along with adjustments due to the Local Community Stabilization funding.
7. **DIRECTOR'S REPORT:** Andrea discussed the Local Community Stabilization funding that we received in early June. Previously any extra funds collected were distributed with the original payment in October. This year overages were not sent out until May. The extra funds will go into the fund balance to be used for a specific project next fiscal year. The installation of the new reference desk is planned for the week of July 22. Andrea has been researching options to incorporate comfortable seating and additional space in the Jungle Room for interactive play as well as additional spots for quiet reading in the Children's area. She plans on having a discussion with the Board on potential space improvements at the July meeting. Andrea discussed the Summer Reading program, A Universe of Stories, with the group. DeeDee suggested sending out an email blast to remind patrons of upcoming programs.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends were present. The Friends raised \$271 during their Children's Sidewalk Sale on June 18.
10. **COMMUNICATIONS:** There were two comments from May that were included in the board packet.
11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. NEW BUSINESS:

- a. **FY 2018-2019 Budget Amendments** – The board packet contained the budget amendments to close out accounts at the year end. A motion was made by Sandra and supported by Christie to approve the FY 2018-2019 Budget Amendments as presented in the board packet. Motion passed unanimously.
- b. **Media Policy** – The Library has a general public relations policy that was adopted in 2005. Due to how much media has changed, the Public Relations policy needed to be updated to include a Media Policy. This updated policy not only covers patrons taking photos or videos within the Library but also addresses media contacts and how to manage media in the event of a crisis or emergency. A motion was made by Sandra and supported by Allison to approve the Public Relations/Media Policy as written in the board packet. Motion passed.
- c. **Patron Behavior Policy Revision** – Our current procedures and policies follow current legal standards in regards to what patrons are permitted to watch on Library computers as well as inappropriate behavior. Andrea contacted the lawyer to clarify how to handle the First Amendment rights of adults while also ensuring that we meet our obligation to protect minors under the Children's Internet Protection Act (CIPA). A motion was made by Sandra and supported by Christie to approve the Patron Behavior Policy Revision as presented in the board packet. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Allison asked a question about the internet policy and Andrea discussed it with the group. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is July 22, 2019, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Allison and supported by Sandra to adjourn the meeting at 7:31 p.m. Motion passed.

Respectfully submitted,
Carol Barone,
Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, July 22, 2019

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Christie. Board members present: Christie Currier, Sandra Messing, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Mary to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Mary to approve the minutes of the Regular Meeting of June 24, 2019. Motion passed.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed the expenditures from FY 2018-19 and FY 2019-20 were included in the board packet. A motion was made by Allison and supported by Sandra to approve the expenditures as written in the board packet. Motion passed.
6. **BUDGET REVIEW:** Andrea handed out the FY 2018-19 current Budget Update to the group. The accounts are up-to-date except for the State Aid and Penal Fines revenue that have not been received yet.
7. **DIRECTOR'S REPORT:** Our expenditures for FY 2018-19 will be under budget and we will receive additional revenue in early August from Penal Fines and State Aid. We will have to do budget amendments in August or September to the FY 2019-20 budget to complete the remaining projects that were not completed last fiscal year (reference desk and kids quiet seating). Due to the discussion at last month's meeting Andrea reviewed the fine revenue for FY 2018-19 and discussed the results to the group. The ship date for the new reference desk has been moved to July 26 and we should have the new desk installed next week. Andrea discussed the summer reading program with the Board. The Teen Reading Club has 40 members not 20 as written in the board packet. TLN doubled the RAM in each public computer on July 10 and that seems to resolve the slowness of the computers. Two air conditioning units have been repaired. The outside book returns were hit by a truck about two weeks ago and are damaged. Library Design will see if they can be fixed or need to be replaced.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** No one from the Friends were present. The Friends third quarterly meeting was held on July 9. Andrea gave them a request list and they approved all of our requests.
10. **COMMUNICATIONS:** There were four comments/suggestions in the suggestion box this month and Andrea discussed them with the group.
11. **UNFINISHED BUSINESS:** There was no unfinished business.

12. NEW BUSINESS:

- a. **Space Planning and Capital Projects** – The board packet contained a map of the library and a list of potential projects focusing on creating larger programming rooms and individual study rooms. Andrea asked for feedback from the Board. Removable wall systems, chairs for the PC area, reworking the puppet theatre and craft room, installing an interactive play feature for the Children's area, and comfortable kids seating were some of the items discussed. She will be meeting with Library Design tomorrow to discuss options and get budgetary estimates on the projects. Purchasing additional hotspots was discussed and Andrea will order 5 more. The idea of a fine amnesty week or giving patrons a clean slate with overdue fines was also discussed.
- b. **Strategic Plan Update** – The board packet included a list of goals achieved during FY 2018-19 towards the 2016-2020 Strategic Plan. FY 2019-2020 is the last year for the current Strategic Plan. Andrea recommended using a 4 year plan that would span 2020-2024. She will be forming a committee comprised of staff, patrons, trustees and other community stakeholders starting in early winter with an approval goal of June 2020. Andrea plans to coordinate the strategic planning process but we will need to hire an outside facilitator to conduct a neutral focus group session. She is looking at having the Library potentially join Midwest Collaborative Library Services (MCLS) for professional development opportunities and they recently started consulting on strategic plans as well.
- c. **FY 2018-2019 Statistics** – Andrea discussed the year-end statistical report. She would like to revamp the statistical report to better reflect current library uses. She discussed the proposed changes with the Board.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Sandra asked about the next meeting attendance due to school starting. Andrea will send out an email to the group closer to the meeting date to make sure we will have a quorum. There were no other comments from the Board.

15. NEXT MEETING DATE: The next meeting is August 26, 2019, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Allison to adjourn the meeting at 7:45 p.m. Motion passed.

Respectfully submitted,
Carol Barone,
Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, August 26, 2019

1. **CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Jennifer Mulder, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Sandra Messing, Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Christie and supported by Allison to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Christie to approve the minutes of the Regular Meeting of July 22, 2019. Motion passed.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed the FY 2019-20 expenditures that included a \$4.77 addition to the FY 2018-19 Budget. A motion was made by Christie and supported by Allison to approve the expenditures as written in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a Budget Update that included the State Aid Grant, Penal Fine and Insurance Revenue Distribution checks that were received after July 1. They will go into the FY 2018-19 Budget. Andrea included a Balance Sheet for FY 2018-19 that currently doesn't include those revenues.
7. **DIRECTOR'S REPORT:** Andrea discussed the summer reading program and included staff reports for each of the summer reading programs in the board packet. The completion rates were higher this year. The finale parties were at Pump It Up and were a huge success. Pump It Up donates the time and space for all of the finale parties. One of our librarians is expected to go on maternity leave in mid-to-late January. Andrea is looking into the option of hiring a library science intern who could help with desk coverage and programming. The new reference desk and the new book return have been installed. As discussed at the last meeting we have purchased 5 additional hotspots for loan. The Shared Automated System User Group voted overwhelmingly in favor of implementing autorenewal of materials starting in July 2020. Andrea requested that TLN update our delivery schedule to receive delivery 5 days a week up from 4 days.
8. **UPDATE FROM CITY COUNCIL:** Andrea attended the City Council meeting 2 weeks ago. Council approved changing the company administering the health reimbursement plan.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained an input from the Friends. The Friends provided a staff luncheon that included Jimmy John's subs, veggies, chips and homemade cookies on August 13. The staff is very appreciative and enjoyed the lunch. The Friends Book Sale will be on October 16 through October 19.
10. **COMMUNICATIONS:** There were three comments/suggestions in the suggestion box this month and Andrea discussed them with the group.

11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Space Planning and Capital Projects** – The board packet contained a list of projects, information sheets and had brochures on hand for the Board to review. Andrea asked for the Board's feedback on the projects. Some of the items discussed were the water bottle filling station and drinking fountain, breakroom furniture and comfortable seating in the Children's area. Additional funds for window treatments and signage have already been allocated. Andrea will be obtaining specific estimates and will provide them at the September meeting.
 - b. **Mobile Hotspot Policy Revision** – In order to promote access to online resources, the Library offers mobile Wi-Fi hotspots as a part of its circulating collection. With the purchase of 5 additional hotspots we can increase the checkout time to 7 days. The \$70 replacement cost for a lost, damaged or stolen hotspot will remain the same but we will remove the \$25 processing fee. A motion was made by Jennifer and supported by Allison to approve the Mobile Hotspot Policy Revision as written in the board packet. Motion passed.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBER'S COMMENTS: There were no comments from the Board.
15. NEXT MEETING DATE: The next meeting is September 23, 2019, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Christie and supported by Allison to adjourn the meeting at 7:24 p.m. Motion passed.

Respectfully submitted,
Carol Barone,
Executive Assistant

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, September 23, 2019**

1. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Head of Youth Services Sara Hodgson.
2. APPROVAL OF AGENDA: A motion was made by Sandy and supported by Mary to approve the agenda as presented. Motion passed.
3. CALL TO THE PUBLIC: No public present.
4. APPROVAL OF MINUTES: A motion was made by Jennifer and supported by Christie to approve the minutes of the Regular Meeting of August 26, 2019. Motion passed.
5. APPROVAL OF EXPENDITURES: Andrea discussed the reference desk bill from Library Design. The August bill for City services will be included on next month's expenditure report. A motion was made by Christie and supported by Allison to approve the expenditures as written in the board packet. Motion passed.
6. BUDGET REVIEW: Andrea included a budget update and discussed the standing of the fund balance.
7. DIRECTOR'S REPORT: Andrea discussed the outreach the Library has done this month, including a business outreach event and second grade classes visiting from Wixom Elementary. We are in the process of onboarding two new pages this month to replace those who left. TLN switched out our network cables last week in an effort to track down ongoing issues with SAM.
8. UPDATE FROM CITY COUNCIL: There was no update from City Council.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The silent auction starts next Monday and runs the two weeks leading up to the book sale. The book sale takes place from October 16 to 19. They are always looking for volunteers to help set-up and take down.
10. COMMUNICATIONS: There was one comment/suggestion in the suggestion box this month and Andrea discussed it with the group.
11. UNFINISHED BUSINESS:
 - a. **Space Planning and Capital Projects** - Andrea included updates and prices for potential projects in the Library. Andrea has reached out for companies to get quotes for window treatments. Andrea researched water bottle filling stations and has contacted DPW about how to handle the old water fountain and installing a new one. Options for new furniture for public computers, break room, craft room and children's area were discussed. Signage for the Library was discussed, including wayfinding signage for the adult area and signage for the new collections in the children's area. A motion was made by Sandy and supported by Jennifer to purchase chairs for the public computers for \$7,146 as presented in the board packet. Motion passed.

12. NEW BUSINESS:

- a. **Library Intern Position** – Andrea included a memo about creating a Library Science Intern position to deal with staff leaves of absence. With a coming maternity leave, we either need extra staff or we will need to cut programs. There is no concern about adding this in to next year's budget and cost savings from staff leaves will pay for the majority of costs this year. The job would primarily be desk and program assistance, with some collection responsibilities. A motion was made by Allison and supported by Sandy to approve the Library Science Intern job description as presented in the board packet. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Allison asked about a one-time fine amnesty. There was discussion on how much we have in outstanding fines, impact to the budget, and how much to forgive.

15. NEXT MEETING DATE: The next meeting is October 28, 2019, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Christie and supported by Allison to adjourn the meeting at 7:38 p.m. Motion passed.

**WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, October 28, 2019**

1. **CALL TO ORDER:** The meeting was called to order at 7:20 p.m. by Christie. Board members present: Christie Currier, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Delores (Dee Dee) Grant, Sandra Messing.
2. **APPROVAL OF AGENDA:** A motion was made by Allison and supported by Mary to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Mary and supported by Jennifer to approve the minutes of the Regular Meeting of September 23, 2019. Motion passed.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed the expenditures that included multiple annual charges. A motion was made by Allison and supported by Jennifer to approve the expenditures as written in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update that reflected the property tax revenue. We will have budget amendments in November to cover the new reference desk. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** Plante Moran, the Library's auditors, began reviewing the Library's financials in early October. So far it has been a standard audit. Andrea discussed the Library Intern position that was posted on October 15. Andrea is thinking of other options if we don't have any applicants.
8. **UPDATE FROM CITY COUNCIL:** There was no update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The silent auction raised \$420 and the book sale collected over \$5,000. The Friends quarterly meeting is tomorrow. We appreciate all the hard work the Friends do and thank them for their contributions to the Library.
10. **COMMUNICATIONS:** There was one comment in the suggestion box regarding computer glitches this month. All the network cables to the public computers were replaced on October 25 and we hope it resolves the persistent problems.
11. **UNFINISHED BUSINESS:**
 - a. **Space Planning and Capital Projects** – The board packet contained updated information for potential projects in the Library. Andrea discussed the quotes for window treatments, the drinking fountain water bottle filling stations and comfortable lounge seating in Children's. A discussion was held about the lounge seating options and the Board liked the bench/loveseat option at an adult height. Andrea also talked about the Craft Room reconfiguration and felt that would be a higher priority compared to the group study reconfiguration.

12. NEW BUSINESS:

- a. **Fine Free** – The board has been having an ongoing discussion about going fine free. Andrea included in the board packet detailed information about our fine statistics and a Library Journal article about the end of fines. The board packet also contained an article Allison emailed about the Chicago Public Library going fine free. Andrea talked about other area Libraries that have already gone fine free and discussed the autorenewal of materials that will be implemented in the summer of 2020. Going fine free does not remove all fees/fines. They will still apply for lost or damaged materials and potentially some special collections. Formal policies will be updated at the November board meeting. A motion was made by Allison and supported by Jennifer to eliminate overdue fines on materials effective January 1, 2020. All in favor - Motion passed unanimously.
- b. **Breakroom Furniture Quote**- Andrea discussed the breakroom furniture options and quote. A motion was made by Jennifer and supported by Mary to purchase breakroom furniture from Kentwood Office Furniture not to exceed \$5,542.00 Motion passed.
- c. **2020 Meeting Dates** – The board meetings occur on the fourth Monday of each month excluding December. The budget hearing will be at 6:30 p.m. before the regular meeting in May. A motion was made by Allison and supported by Mary to approve the 2020 Meeting Dates. Motion passed.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Mary commented that it was nice working with everybody and the library is in great hands. There were no other comments.

15. NEXT MEETING DATE: The next meeting is November 25, 2019, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Mary and supported by Allison to adjourn the meeting at 7:55 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, November 25, 2019

1. **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. by DeeDee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Sandra Messing, Jennifer Mulder, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Allison to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Sandra to approve the minutes of the Regular Meeting of October 28, 2019. Motion passed.
5. **APPROVAL OF EXPENDITURES:** Andrea discussed the expenditures that were in the board packet. A motion was made by Christie and supported by Sandra to approve the expenditures as written in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update that included the first part of the local community stabilization revenue. We will have budget amendments in January to even out accounts. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** Plante Moran, the Library's auditors, have finished their review of the Library's financials. They will present the audit at the January meeting. The new ADA compliant water fountain and bottle filling station was installed on Tuesday, November 12. Andrea is in the process of hiring a substitute librarian to cover staff leave. The City is holding their Tree Lighting event on Friday, December 6. Andrea offered to keep the Library open until 9:00 p.m. and host kids crafts here. Limited services will also be available including check outs and hold pickups. The computers and reference desks will be closed.
8. **UPDATE FROM CITY COUNCIL:** There was no update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends quarterly meeting minutes were included in the board packet. Their holiday book sets are available for purchase.
10. **COMMUNICATIONS:** There were no comments in the suggestion box this month.
11. **UNFINISHED BUSINESS:**
 - a. **Space Planning and Capital Projects** – Andrea will contact the architect to set up a meeting to discuss the Craft Room sink area and cabinet reconfiguration.
 - b. **Amended Breakroom Furniture Quote** – The fabric choice for the chairs that the Board approved at the October meeting had increased by \$69.00. A motion was made by Christie and supported by Sandra to approve the amended quote from Kentwood Office Furniture.

12. NEW BUSINESS:

- a. **Fine Free Materials** – The board packet contained fine free informational materials and Andrea passed out a flyer that will be available for the patrons. Fees will still apply for lost or damaged materials and some special collections. TLN will be contacted to make the change in the system in January. The Board suggested also putting the information on Facebook and the outside marquee.
- b. **Fine and Fee Policy Revision** - Andrea discussed the Fine and Fee Policy Revision with the group. A motion was made by Sandra and supported by Allison to approve the Fine and Fee Policy as presented in the board packet. Motion passed.
- c. **A/V Policy Revision** – The board packet contained the A/V Policy Revision. A motion was made by Allison and supported by Sandra to approve the A/V Policy as written in the board packet. Motion passed.
- d. **Window Treatment Quotes** – Our current blinds are original to the building and are discolored, broken and brittle. Andrea had obtained 3 quotes from 3 different vendors for window treatments. The board packet contained the proposals and information. Andrea had samples of the fabric available for the Board to review. The replacements will be solar shades instead of vertical blinds. The meeting room blinds are 10 years old and still in good shape. The Board decided not to replace the meeting room window treatments at this time. A motion was made by Sandra and supported by Jennifer to approve the quote for The Sheer Shop to replace window treatments in an amount not to exceed \$21,000. All in favor - Motion passed unanimously.
- e. **Presentation of the FY 2018-2019 Annual Report** – Andrea passed out the FY 2018-2019 Annual Report to the group and she discussed items in the report. This report will go out to the public this week.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBER'S COMMENTS: Sandra commented that the Annual Report looked very nice.

15. NEXT MEETING DATE: The next meeting is January 27, 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 7:29 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant