

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, January 22, 2018

1. CALL TO ORDER: The meeting was called to order at 7 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 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 November 27, 2017, Regular Meeting as written. Motion passed.
5. PRESENTATION: **Library 2016-17 FY Audit by Nicollette Acho from Plante & Moran.** Nicollette discussed items in the audit. The Library received an unmodified opinion, which is the highest to receive and there were no significant issues. Our revenues were up 6% and our expenditures were down 3%, therefore we added \$14,456 to our fund balance. This will leave our fund balance in very good shape. The recommendation is to have 15-30% in the fund balance. We have 35% in our fund balance.
6. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by Sandra to approve the expenditures as presented in the board packet. Motion passed.
7. BUDGET REVIEW: There was no budget review from the City. The board packet included a budget update of the accounts current to today. There were no questions from the Board.
8. DIRECTOR'S REPORT: Andrea discussed items in the report. The City has completed the OPEB (Other Post Employment Benefits) actuarial and the annual contribution amount for the Library will be \$15,432. Andrea proposed using money from the fund balance to cover this expenditure. Andrea is working with the Fire Marshall, Brad Geistler, and DPW to make sure our exit signs are in the correct position and operating properly. Andrea discussed the ILS migration with the Board. A training session for staff will be on Sunday, May 20. The migration will take place Memorial Day weekend with the new ILS system going live on Tuesday, May 29. We are planning a later summer reading launch that will coincide with the last week of school on June 11th.
9. UPDATE FROM CITY COUNCIL: Nothing to report from past meetings. The next City Council meeting will have a discussion about the building access system and Andrea will attend.
10. UPDATE FROM THE FRIENDS OF THE LIBRARY: No one from the Friends was present. The board packet contained minutes from the Friends quarterly meeting. Andrea reported that the Friends approved all our requests and she thanked them for their generous support. She is working with them on updating their brochures.

11. **COMMUNICATIONS:** In the board packet there was a suggestion to add a shelf in the bathroom stalls. The stalls were installed in 2015 and Andrea is looking into options that don't put holes in the new stalls. There was also a comment on volunteering at the Library. Library staff contacted the patron about our volunteer opportunities.

12. **UNFINISHED BUSINESS:**

a. **Security Camera Proposals** – At the October 23, 2017, Board meeting a discussion was held regarding security measures at the Library. The Board requested that Andrea obtain information and quotes on security cameras and report back to the Board. The board packet contains information and quotes from 3 companies regarding security cameras. Some of the items discussed at this meeting included privacy concerns, maintenance costs, legal issues as well as patron and staff perceptions of security cameras. After a discussion about the pros and cons of security cameras the Board decided to table a decision on the proposal until the next board meeting on February 26, 2018.

13. **NEW BUSINESS:**

a. **Election of Officers and formation of committees** - Officers were nominated and presented as follows: President – Dee Dee was nominated by Jennifer and supported by Sandra. Vice President – Jennifer was nominated by Dee Dee and supported by Mary. Secretary – Sandra was nominated by Jennifer and supported by Dee Dee. Treasurer – Mary was nominated by Sandra and supported by Jennifer. The following committees were formed. Budget Committee: Mary, Christie and Jennifer. Personnel Committee: Dee Dee, Sandra and Allison. Building Committee: Allison, Dee Dee and Sandra. Motions passed unanimously.

b. **2018 & 2019 Holiday closings for TLN shared system calendar** – The board packet contained a list of the 2018 and 2019 holiday closures. Andrea recommended and the Board agreed that the 2018 calendar will remain as it was originally approved at the January 23, 2017 board meeting. A motion was made by Sandra and supported by Christie to approve the 2019 holiday closing dates as presented in the board packet. Motion passed.

c. **FY2017-18 Capital Improvement Options** – The board packet contained three options for the FY2017-18 Capital Improvement projects. Andrea discussed the three options with the group. All the proposed options included a self-checkout machine. Option 1 focused on the addition of security cameras, Option 2 included replacing window treatments and Option 3 focused on patron furniture and space. The Board agreed to approve the self-checkout machine that was included in all three options but to wait on a decision about specific capital improvement projects until the next Board meeting in February.

d. **Self-Checkout Machine-** A self-checkout station has been suggested and was frequently requested by patrons in user surveys. Andrea researched self-checkout options that were compatible with our electromagnetic security strip materials and the hybrid self-checkout kiosk from Bibliotheca would be the best option. The board packet contained quotes and information on the Bibliotheca hybrid self-checkout machine. Andrea recommended that a portion of the fund balance be used for this purpose. A motion was made by Sandra and supported by Jennifer to approve the purchase of the Bibliotheca hybrid self-checkout kiosk from the fund balance. Motion passed unanimously.

e. **Budget Amendments** – The mid-year Budget Amendments were in the board packet and Andrea discussed them with the group. A motion was made by Sandra and supported by Mary to approve the Budget Amendments presented. Motion passed.

- f. **Patron Behavior Policy Revision** – The Patron Behavior Policy hadn't been updated since 2008 and Andrea sent the current policy to our lawyer to ensure that it is in compliance with current laws. The board packet contained those revisions. A motion was made by Jennifer and supported by Sandra to approve the Patron Behavior Policy Revision as printed in the board packet. Motion passed.

14. CALL TO THE PUBLIC: No public present.

15. BOARD MEMBERS' COMMENTS: There was one comment from Dee Dee. She wanted to welcome Christie and Allison to the Board and that we are glad you are here.

16. NEXT MEETING DATE: The next meeting is February 26, 2018, Regular Meeting 7:00 p.m.

17. ADJOURNMENT: A motion was made by Jennifer to adjourn the meeting at 7:54 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, February 26, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7 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 Mary and supported by Jennifer to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Sandra to approve the minutes of the January 22, 2018, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Sandra and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** There was no budget review from the City. The board packet included a budget update of the accounts showing the added budget amendments. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** We received significantly more revenue from Local Community Stabilization funding than expected. This will allow us to replace money that was cut from accounts during the budget process as well as complete additional capital improvement projects. Andrea, Dee Dee and Jennifer will be meeting on Wednesday with the City Manager to discuss the library closures resulting from the fumes caused by the Community Center renovations. We will be participating in the Foods for Fines campaign April 1 through April 29 to benefit Hospitality House. Patrons can have a maximum of \$5 in overdue fines forgiven (\$1 per food item donated). Hannah, Sara and Andrea will be attending CARL training sessions and will then train all other staff. Due to the migration to TLC CARL, MelCat services will be suspended April 1 with a tentative resume date of July 1. Jennifer asked Andrea about the fire exits and Andrea said DPW is still working on them. Sandra asked if the 15 minute parking spot sign will be returned. Andrea said it will after the Community Center renovation is complete. Allison asked for clarification about the hotspots and Andrea explained the hotspots and the policy.
8. **UPDATE FROM CITY COUNCIL:** The City approved the new building access system project for all City buildings, including the Library. As part of our building lease, the City is responsible for all door fixtures and they are paying for the new system. The City has also started the process to issue bonds for unfunded pension and OPEB costs.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, President of the Friends, was present. The board packet contained a History of Gifts to the Wixom Public Library showing revenue and donations from the Friends. The Friends Book Sale will be May 7 – 12 and volunteers are needed. She also said the Silent Auction will be two weeks before the Book Sale. Jane told the Board that donations are needed for the auction. Andrea said we received a nice donation of first edition Harry Potter books. Dee Dee thanked the Friends for all of their efforts.

10. COMMUNICATIONS: There were no communications or suggestions this month.
11. UNFINISHED BUSINESS:
 - a. **Security Camera Proposals** – At the January 22, 2018 Board meeting the Board discussed security measures at the Library that included installing security cameras. The Board decided to table a decision on the security camera proposal until the next Board meeting. A discussion was held and the Board decided to install security cameras. The board packet contained information and quotes from 3 security camera companies. Andrea recommended the quote from Security 101 based on the costs, quality and the work they have done with other libraries. A motion was made by Jennifer and supported by Sandra to approve the security camera proposal to Security 101 with the amount not to exceed \$10,000. Motion passed unanimously.
 - b. **Capital Improvement Project Options** – Andrea met with a representative with Library Design, walked through the library and discussed ideas for space improvements and furniture options. The board packet contained 2 scenarios of capital improvement project options. After a discussion, the Board chose Scenario 1 that included security cameras. Andrea will obtain quotes, provide specifics and present them at the March 26, 2018 board meeting.
12. NEW BUSINESS:
 - a. **Substitute Librarian Position Description** - Many libraries hire substitute librarians enrolled in a Master of Library and Information Science program, with different pay rates based on if the substitute has an MLIS or are in school. One of our clerks is enrolled in library school and offers an opportunity for us to have an additional substitute librarian. The board packet contained the revised job description. A motion was made by Jennifer and supported by Sandra to approve the revised substitute librarian position description.
13. CALL TO THE PUBLIC: Jane Kleban asked for clarification of how the security cameras worked and Andrea provided that.
14. BOARD MEMBERS' COMMENTS: Sandra wanted to thank the Friends again. Dee Dee said that we appreciate the Friends. She also asked Andrea to check into a reading with pets program and suggested having a puzzle tournament at the Library.
15. NEXT MEETING DATE: The next meeting is March 26, 2018, Regular Meeting 7:00 p.m.
16. ADJOURNMENT: A motion was made by Sandra and supported by Mary to adjourn the meeting at 7:40 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, March 26, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7 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 Jennifer 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 Christie and supported by Jennifer to approve the minutes of the February 26, 2018, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update through last week, a budget report up to the end of February and balance sheets.
7. **DIRECTOR'S REPORT:** A 50% deposit has been sent to Security 101 for the security cameras. It will be 4-6 weeks to order materials and install the cameras. Andrea is currently drafting a security camera policy to send to our lawyer for review and plans to have the policy available for Board approval at the April meeting. The library will be holding a food donation drive for Hospitality House during the month of April. Andrea passed out CARL bookmarks and pens and asked the Board for their suggestions on other promotional materials. The migration to TLC CARL continues. The Executive Committee approved a new shared system billing formula to begin in October 2018. Our self-checkout machine was delivered and Bibliotheca will install the machine tomorrow.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends Book Sale will be Wednesday, May 9 through Saturday, May 12. The Silent Auction will run from Monday, April 23 through Saturday, May 5. Andrea said the Friends are in need of copy paper boxes.
10. **COMMUNICATIONS:** There were no communications or suggestions this month.
11. **UNFINISHED BUSINESS:**
 - a. **Capital Improvement Project Options** – Andrea gave the Board members an updated spreadsheet, information with pictures for the projects and a copy of the proposal from Library Design. Andrea discussed the options with the Board. The laminate in the group study room will include USB outlets on the top of the counter and the tablet arms will be replaced on the chairs outside the Director's office. The study chairs were not selected and tabled until the April meeting. Andrea will provide fabric samples and more chair options at

that meeting. A motion was made by Sandra and supported by Christie to waive the bid process and purchase the 3 lounge chairs with tablet arms, tables and replacement laminate in the group study room from Library Design. Motion passed.

12. NEW BUSINESS:

- a. **Establishment of a Public Hearing date to adopt the FY 2018-19 Library Budget** - The Library Board is required to hold a public hearing on the proposed FY 2018-19 Library budget and the Board must adopt the budget prior to the May 22nd City Council meeting. A motion was made by Jennifer and supported by Sandra to approve the establishment of a Public Hearing on May 21, 2018 at 6:30 p.m. to adopt the FY 2018-19 Library budget followed by the Regular Meeting at 7:00 p.m. Motion passed.
- b. **Budget Amendments** – The board packet contained budget amendments to even out the accounts and Andrea discussed them with the group. A motion was made by Jennifer and supported by Allison to approve the Budget Amendments as presented in the board packet. Motion passed.
- c. **FY 2018-19 Budget** – Andrea provided the Board with a rough draft of the FY 2018-19 Budget. She discussed the increase in Local Community Stabilization revenue as well as the decrease in Personal Property Tax revenue. Andrea discussed expanding the Library's hours and recommended staying open until 6:00 p.m. on Fridays. She is waiting for firm budget numbers from the City that include wage and fringe benefit figures. Once those numbers are provided a Budget Committee meeting will be scheduled.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: There was one comment from Board Member Sandra. She liked the idea of staying open until 6:00 p.m. on Fridays.

15. NEXT MEETING DATE: The next meeting is April 23, 2018, Regular Meeting 7:00 p.m.

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

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, April 23, 2018

1. **CALL TO ORDER:** The meeting was called to order at 7 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 Sandra and supported by Allison to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Mary and supported by Sandra to approve the minutes of the March 26, 2018, Regular Meeting as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The budget review was not available. The board packet contained a budget update through last week. Andrea discussed the update with the group. We are on-track with where we should be.
7. **DIRECTOR'S REPORT:** The parking lot is expected to redone starting in July and ending in October. It will be a major project and will be done in two phases. The summer reading program will have a soft launch on June 1 with a Family Kickoff Party on Saturday, June 16. Andrea discussed the ILS migration progress. Library staff will be attending a training session on Sunday, May 20. We will go live with TLC CARL on Tuesday, May 29. The statistical and reporting features might be delayed with the new system.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** There was no one from the Friends present. Andrea said the Friends are looking for volunteers to help with the book sale that will be Wednesday, May 9 through Saturday, May 12. The Silent Auction has begun and will end Saturday, May 5. Andrea is working with the Friends on updating the membership brochure and logo. The Friends quarterly meeting has been rescheduled for May 22.
10. **COMMUNICATIONS:** There was one suggestion this month regarding automatic time renewal on the public computers. Now that the demand for public computer usage has decreased, Andrea requested TLN to adjust our settings on the computer management software.
11. **UNFINISHED BUSINESS:**
 - a. **Draft FY 2018-19 Budget** – The board packet contained the proposed FY 2018-19 budget worksheet, along with a narrative and detailed budget description of each library account. The budget committee met on April 14th to review the proposed budget. Andrea discussed in detail the accounts with the Board along with the recommendations for the budget. The auditors recommended adding the Collection - Realia account back into the budget since we

are purchasing items for the early literacy play area, replacement toys and for non-traditional activity kits. Sandra questioned the significant increase in the Custodial Services account. There were no other questions from the Board.

- b. **Capital Improvement Project Options** – Andrea updated the Board on the progress of the capital improvement projects. The Board discussed the two additional chair options from Library Design and decided on the Kestrel chairs. Andrea will provide fabric samples and chair quotes at the next board meeting.

12. NEW BUSINESS:

- a. **Director Evaluation Form** - The City of Wixom has redesigned its evaluation form for employees. Andrea contacted the Personnel Committee regarding whether we should use the new City form or if the Board wanted to create a library-focused evaluation for the Director. The board packet contained the City of Wixom's redesigned employee evaluation form, 3 sample forms that other libraries use and the City of Wixom employee self-evaluation forms for discussion. The Personnel Committee will meet and draft a new Director Evaluation Form using the suggestions offered by the Board.
- b. **Friday Hours** – At the last board meeting extending Friday hours to 6:00 p.m. was discussed. The Budget Committee discussed Friday hours at their meeting and there was some debate over the best time to start the expanded hours. Options are to start on July 1, 2018 which is the start of the new fiscal year or June 1, 2018 to coincide with summer reading. The Board decided that it would be best to start them during the busy last weeks of school and for summer reading. A motion was made by Sandra and supported by Mary to approve extending Friday hours to 6:00 p.m. starting on Friday, June 1, 2018. Motion passed unanimously.

13. CALL TO THE PUBLIC: No comments from the public.

14. BOARD MEMBERS' COMMENTS: There was one comment from Board Member Allison. She was looking over the newsletter and was very impressed with the programming for all ages that we offer. There were no other comments.

15. NEXT MEETING DATE: The next meeting is May 21, 2018, Special Meeting at 6:30 p.m. followed by the Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Sandra and supported by Allison to adjourn the meeting at 7:36 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY LIBRARY BOARD OF TRUSTEES

MINUTES OF SPECIAL MEETING Monday, May 21, 2018 6:30 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 6:33 p.m. by Dee Dee. Board members present: Christie Currier, Delores (Dee Dee) Grant, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Sandra Messing
2. **APPROVAL OF AGENDA:** Andrea revised the agenda to read "Closed Session" instead of "Executive Session" under New Business. A motion was made by Mary and supported by Jennifer to approve the agenda as amended. Motion passed.
3. **PUBLIC HEARING:** Fiscal Year 2018-19 Proposed Library Budget. There were no members of the public present.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Allison to approve the minutes of the April 23, 2018 regular meeting as written.
5. **UNFINISHED BUSINESS:**
 - a. Adoption of FY2018-19 Proposed Library Budget. The board packet contained the 2018-19 Proposed Library Budget. A motion was made by Christie and supported by Mary to approve the FY2018-19 Proposed Library Budget as written. A roll call vote was held. Jennifer (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 Jennifer and seconded by Mary 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. Jennifer (yes), Allison (yes), Mary (yes), Christie (yes) and Dee Dee (yes). Motion passed.

Entered into Closed Session at 6:36. Returned from Closed Session at 6:47 p.m.

7. **CALL TO THE PUBLIC:** No members of the public present.
8. **ADJOURNMENT:** It was moved by Mary and seconded by Allison to adjourn the meeting at 6:49 p.m.

Respectfully Submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, May 21, 2018

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, Jennifer Mulder, Mary Proper, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Sandra Messing
2. **APPROVAL OF AGENDA:** Andrea amended the agenda to add under New Business, "c. Security Camera Policy". A motion was made by Jennifer and supported by Allison to approve the agenda as amended. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
5. **BUDGET REVIEW:** The board packet contained a budget update through last week and a budget report through the end of March. Andrea discussed the accounts with the group. We are right where we should be in the fiscal year.
6. **DIRECTOR'S REPORT:** Andrea discussed the carpet cleaning on May 24 and the tile cleaning in the bathrooms on June 8. The Library experiences roof leaks during every rain and snow melt. The City's budget includes the replacement of the roof for the Library and Community Center as well as the parking lot repaving. Andrea has ordered new promotional materials that will be passed out during events and in teacher bags. She also discussed the CARL migration occurring this weekend. MeLCat services will not be restored until September 1. Teen & Adult Librarian, Emily, has created 10 activity kits for kids through adults that will be available for checkout when the migration is complete and TLN can custom catalog them in the system. Emily and Andrea applied for and were awarded a \$1,000 grant from the Library of Michigan to create STEAM kits aimed at tweens and teens.
7. **UPDATE FROM CITY COUNCIL:** No update from City Council.
8. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** An update from the Friends was included in the board packet. Jane Kleban reported that the Silent Auction generated \$389 in sales and the book sale raised over \$4,500. Jane passed out the new membership brochure that Andrea redesigned. Andrea thanked the Friends for all their hard work setting up and having the sales. Their donations are very much appreciated in funding programming supplies and activities for the Library.
9. **COMMUNICATIONS:** There was one comment this month about items on the bulletin board being hard to read. Andrea, Karla and Carol worked on rearranging the patron copy machine and table placement to have better access to the bulletin board.

10. UNFINISHED BUSINESS:

- a. **Capital Improvement Plan Options** – Andrea passed out laminate samples for the table tops and counters and fabric samples for the new chairs for the Board's opinion. The board packet contained Library Design's young adult area layout plan. The projector and screen in the meeting room are not in the wide screen format and should be replaced. The budget this year will not support that replacement so Andrea has purchased adaptors and will consider replacing them in the next fiscal year.

11. NEW BUSINESS:

- a. **Audiovisual Policy Revision** – In CARL, all notices must be on a standardized schedule for the entire system and can no longer be based on individual library preference. The board packet contained the revised Audiovisual Policy limiting the adult feature DVD's checkout to 10 items. It also set the overdue notice to be sent out at 7 days late and the lost bill sent at 21 days late. Notices will be sent via email or by phone if email is unavailable. A motion was made by Christie and supported by Allison to approve the Audiovisual Policy Revision as written in the board packet. Motion passed.
- b. **Fines and Fees Policy Revision** – This policy also needed to be revised to match the new standardized schedule. An overdue notice will be sent at 7 days late and a lost bill will be sent at 21 days late. Notices will be sent via email or by phone if email is unavailable. A motion was made by Allison and supported by Mary to approve the Fines and Fees Policy Revision as written in the board packet. Motion passed.
- c. **Security Camera Policy** – Andrea received the Security Camera Policy from our lawyer after the board packet was sent out. She emailed the policy to the Board before the meeting and added it to the agenda for discussion at this board meeting. The security cameras should be installed in 2 to 3 weeks. A motion was made by Jennifer and supported by Mary to approve the Security Camera Policy as written. Motion passed.

12. CALL TO THE PUBLIC: Jane Kleban asked Andrea how the public will know that security cameras are in use in the library. Andrea said a sign will be posted on the door.

13. BOARD MEMBERS' COMMENTS: Allison asked Andrea how the new checkout machine was received by the public. Andrea said the feedback from the public was good and patrons have been using it. Jennifer wanted to thank Hannah our Technology and Support Services Librarian for the help she received while printing on the library computers. There were no other comments.

14. NEXT MEETING DATE: The next meeting is June 25, 2018, Regular Meeting at 7:00 p.m.

15. ADJOURNMENT: A motion was made by Christie and supported by Allison to adjourn the meeting at 7:34 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, June 25, 2018

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, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Allison Wert.
2. **APPROVAL OF AGENDA:** A motion was made by Sandra and supported by Christie to approve the agenda as presented in the board packet. 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 21, 2018 as presented in the board packet. A motion was made by Sandra and supported by Mary to approve the minutes of the Regular Meeting of May 21, 2018. A motion was made by Mary and supported by Christie to approve the minutes of the Closed Session of May 21, 2018. Motions passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained an up-to-date budget update. We receive the Penal Fines and State Grant checks in July but they will go into the 2017-2018 fiscal year. We are right on track with where we should be in the fiscal year.
7. **DIRECTOR'S REPORT:** Due to the migration to CARL the Statistical Report is not showing the entire circulation statistics this month. We should have access to the complete statistics in July. We received 17 applications for the open page positions and interviews are taking place. The Neighborhood Library Association has selected a book for the 2018 Community Reads program. Wixom will be hosting the author visit in the Community Center ballroom for the first time on November 9. Our restroom tiles were cleaned Friday, June 8. Due to the condition of the grout in the kids and staff restroom they were unable to recondition them like the public restrooms were a few years ago. Andrea will request quotes on tile replacement for the kids and staff restrooms to get an idea of cost for future budgeting. Dee Dee suggested and Andrea will also obtain quotes on re-grouting and sealing the tiles. The ILS migration has gone fairly smoothly.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained the Friends Quarterly Meeting Minutes. The one day Children's Book Sale was successful and collected \$304.00. The Friends received a large donation of collector plates. Andrea thought the Friends would display them in our display case in a silent auction. Dee Dee suggested putting them on Facebook Marketplace.
10. **COMMUNICATIONS:** There were two comments this month. One was complimenting the new layout at the patron copy machine and the other was asking about the slow internet speed. To

increase our internet speed we made several adjustments to our network and the issue has been resolved. We will also double our bandwidth in July.

11. UNFINISHED BUSINESS: There was no unfinished business this month.
12. NEW BUSINESS:
 - a. **FY 2017-2018 Budget Amendments** – The board packet contained a list of the budget amendments to even out accounts and Andrea discussed them with the group. There were no questions from the Board. A motion was made by Mary and supported by Sandra to approve the FY 2017-2018 Budget Amendments as presented in the board packet. Motion passed.
13. CALL TO THE PUBLIC: No public present.
14. BOARD MEMBERS' COMMENTS: There were no comments from the Board members this month.
15. NEXT MEETING DATE: The next meeting is July 23, 2018, Regular Meeting at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Sandra and supported by Christie to adjourn the meeting at 7:16 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, July 23, 2018

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, Sandra Messing, Allison Wert, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Jennifer Mulder, Mary Proper.
2. **APPROVAL OF AGENDA:** A motion was made by Christie and supported by Allison to approve the agenda as presented in the board packet. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **APPROVAL OF MINUTES:** A motion was made by Sandra and supported by Christie to approve the minutes of the Regular Meeting of June 25, 2018. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Sandra 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 for the last fiscal year as well as the current fiscal year. Our revenue will increase when we receive the Penal Fines and State Grant checks in July and will go into the 2017-2018 fiscal year. We are in very good shape for last fiscal year and that will result in more money going into our fund balance.
7. **DIRECTOR'S REPORT:** Andrea has reached out to Wixom Elementary to find out what school supplies are needed for students in the fall. The Library has a box across from the circulation desk for donations of school supplies. The building committee selected a chair design for the Children's area and the board packet contained the selected chair information. The bench in the Library's courtyard has rotted and was removed by DPW. Andrea suggested and the Board agreed that the Library purchase a bench since we utilize the courtyard for programs and the bench is heavily used. Dee Dee suggested that we use some money from a donation from former board member Al Boyko and attach a plaque expressing his donation. Allison suggested that we consider adding a second bench if we have room for it. We have hired 2 new pages to replace the graduating seniors.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends have moved their quarterly meeting to August 21. No other update from the Friends.
10. **COMMUNICATIONS:** There was one comment this month from a child regarding checking out magazines.
11. **UNFINISHED BUSINESS:** There was no unfinished business this month.

12. NEW BUSINESS:

- a. **Strategic Plan Update** - The board packet contained an update on goals reached toward the Strategic Plan. Andrea asked the Board for any feedback on our future goals. There was a discussion about fall programming. Suggestions included having a quiz bowl, another puzzle tournament, an escape room for tweens and a DIY sign program.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: There was one comment from Sandra. She liked the idea of the bench.

15. NEXT MEETING DATE: The next meeting is August 27, 2018, Regular Meeting at 7:00 p.m.

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

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, September 24, 2018

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 in the board packet. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Christie and supported by Mary to approve the minutes of the Regular Meeting of July 23, 2018. Motion passed. There was no meeting on August 27, 2018.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Mary and supported by Christie to approve the August expenditures. A motion was made by Mary and supported by Sandra to approve the September expenditures as presented in the board packet.
6. **BUDGET REVIEW:** The board packet contained a budget update through last week. We received the Penal Fines and State Grant checks and they were included in the 2017-2018 fiscal year revenue.
7. **DIRECTOR'S REPORT:** Andrea included in the board packet an article about the minimum wage legislation and she discussed it with the group. She also talked about the problems and the progress of the parking lot paving. We have now added 27 STEAM kits to our collection using the Library of Michigan Mini Grant and Andrea is looking into purchasing a shelving unit to put near the New Book area. Andrea provided two kits for the Board to look at. Since some of the kits contain small parts the Board suggested that we include a label that the kits contain small parts and would be a choking hazard for small children.
8. **UPDATE FROM CITY COUNCIL:** No update from City Council.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The board packet contained the quarterly meeting minutes from August 21. Jane Kleban, the Friends President, talked about the Silent Auction that started today and runs through October 6. The Book Sale runs October 10 through October 13. They are in need of volunteers to help set up for the sale starting on October 8 and through the end of the sale. Jane mentioned that some of the book donations were books listed on the Great American Read list. A suggestion was made by Sandra to investigate the possibility of the Great Wixom Read to coincide with the Book Sale.
10. **COMMUNICATIONS:** There was no communications this month.
11. **UNFINISHED BUSINESS:** There was no unfinished business this month.

12. NEW BUSINESS:

- a. **FY 18-19 Capital Improvement Projects** – The library is once again in very good financial shape and we will be placing approximately \$40,000 into the fund balance. Some of the furniture projects started last fiscal year were not fully completed and the funds will be rolled into this year. The board packet contained a spreadsheet detailing potential projects along with the 6 year capital improvement plan. A discussion was held. Andrea recommended and the Board agreed that 5 projects from the capital improvement plan be completed this fiscal year. After completing those projects it would still leave approximately \$15,000 for additional projects. The board packet had a list of 5 additional projects for the Board to discuss and prioritize. They asked Andrea to obtain quotes on all 5 projects for discussion at the next board meeting.
- b. **Budget Amendments** – The board packet contained budget amendments for grant funds and appropriations from the fund balance into the accounts to be used for capital improvements projects and STEAM kits. A motion was made by Jennifer and supported by Christie to approve the budget amendments as presented in the board packet.
- c. **Library User Survey** - A copy of last year's library user survey was in the board packet. Andrea asked the Board for their feedback and a discussion was held. Andrea will take their suggestions and improve the questions on this year's survey. Andrea suggested and the Board agreed that the survey be distributed the week of October 22 when we have more patrons in the building due to programs.

13. **CALL TO THE PUBLIC:** Jane Kleban said the Friends will pay for the artist to once again paint the pictures on the windows. Jane Kleban also mentioned that the Friends can pay for the bins that contain the STEAM kits.

14. **BOARD MEMBERS' COMMENTS:** There were no comments from the Board.

15. **NEXT MEETING DATE:** The next meeting is October 22, 2018, Regular Meeting at 7:00 p.m.

16. **ADJOURNMENT:** A motion was made by Jennifer and supported by Christie 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, October 22, 2018

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, Sandra Messing, Jennifer Mulder, Director Andrea Dickson and Executive Assistant Carol Barone. Excused Absent: Mary Proper, Allison Wert.
2. **APPROVAL OF AGENDA:** A motion was made by Jennifer and supported by Sandra to approve the agenda as presented in the board packet. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** A motion was made by Jennifer and supported by Sandra to approve the minutes of the Regular Meeting of September 24, 2018. Motion passed.
5. **APPROVAL OF EXPENDITURES:** A motion was made by Jennifer and supported by Christie to approve the expenditures as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** The board packet contained a budget update. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** The Library's auditors began reviewing the Library's financials in early October. Our part-time Children's Librarian resigned to take a full-time position at another library. Andrea is assessing the current position before posting the job. The Library's fax line was cut during the parking lot project. Andrea is working on getting this up and running. The User Survey is being distributed this week. The Trustee Bylaws are from 2007 and need to be reviewed by our lawyer to make sure they are in compliance with current laws. Andrea will have the updated Trustee Bylaws at the January board meeting.
8. **UPDATE FROM CITY COUNCIL:** Andrea said the City Council approved the roof replacement at their last meeting. A timeline on when the work will be started and completed should be available soon.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** Jane Kleban, the Friends President, informed the Board that the Silent Auction raised \$319 and the Book Sale brought in over \$4,400. Jane talked about the 22 volume Charles Dickens books that we received as a donation. Andrea and the Board thanked the Friends for their hard work.
10. **COMMUNICATIONS:** There were no communications this month.
11. **UNFINISHED BUSINESS:**
 - a. **FY 18-19 Capital Improvement Projects** – Andrea is working on obtaining quotes for a variety of capital improvement options for this fiscal year. She discussed the need to upgrade to Windows 10. TLN provided a replacement schedule for our computers. She also discussed other projects such as signage, reference desk options, window treatments,

and bathroom flooring. She will present the various options with specific pricing at the November meeting.

12. NEW BUSINESS:

- a. **Internet Policy Revisions** – The library would like to provide the best access to our resources as possible. Andrea reviewed policies at neighboring libraries and recommended revising the Public Internet Access Policy to allow patrons with fines to use our public computers. After discussion, the Board approved the updated Public Internet Access Policy, which no longer requires us to ask for ID when giving guest passes and allow patrons to use the computers even if they are blocked from fines. A motion was made by Jennifer and supported by Christie to approve the Internet Policy Revision as written. Motion passed.
- b. **Meeting Dates for 2019** – The board packet contained the Board of Trustees 2019 Meeting Dates for the Board to review and approve. A motion was made by Sandra and supported by Christie to approve the Meeting Dates for 2019. Motion passed.

13. CALL TO THE PUBLIC: No comments from the public.

14. BOARD MEMBERS' COMMENTS: There were no comments from the Board.

15. NEXT MEETING DATE: The next meeting is November 26, 2018, Regular Meeting at 7:00 p.m.

16. ADJOURNMENT: A motion was made by Jennifer and supported by Christie to adjourn the meeting at 7:30 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant

WIXOM PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Monday, November 26, 2018

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, 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 Mary to approve the agenda as presented in the board packet. 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 Regular Meeting of October 22, 2018. Motion passed.
5. APPROVAL OF EXPENDITURES: A motion was made by Jennifer and supported by Mary to approve the expenditures as presented in the board packet. Motion passed.
6. BUDGET REVIEW: The board packet contained a budget update. Andrea discussed the change in the distribution of the Local Community Stabilization funding that was included in this budget update. There were no questions from the Board.
7. DIRECTOR'S REPORT: Andrea talked about the roof replacement project that could start before winter pending weather conditions or in April. DPW will be patching the roof in spots tomorrow due to leaking. We received only one application for the part time Children's Librarian position. Andrea is considering shifting some responsibilities to other staff members and re-posting the position as a Library Assistant after the holidays. Andrea and Will, the City's IT consultant, have been looking into fax options and were able to find an alternative service that is \$34.00 a month.
8. UPDATE FROM CITY COUNCIL: Nothing new to report.
9. UPDATE FROM THE FRIENDS OF THE LIBRARY: The board packet contained the minutes from the Friends quarterly meeting and the Library's wish list request that the Friends approved. Instead of a cookie sale the Friends will be selling bundled books for gifts.
10. COMMUNICATIONS: There was a positive comment about the completed parking lot project, a suggestion about music CD selections and a compliment to one of our Librarians that was included in the board packet.
11. UNFINISHED BUSINESS:
 - a. **FY 18-19 Capital Improvement Projects** – The board packet contained an update with potential costs for the FY 18-19 Capital Improvement projects that the Board had decided upon at the September meeting and Andrea gathered quotes for future projects. She discussed the various options with the group that included an ADA compliant reference desk, window treatments and security gates. The Board chose to pursue a new reference desk and Andrea will start working with Library Design on a mock-up of a new desk.

12. NEW BUSINESS:

- a. **Adult Study Chairs Replacement** – Andrea observed the usage of the new chairs and recommended to up the number of chairs to order from 8 to 10 to ensure we have enough chairs into the future. A motion was made by Mary and supported by Sandra to approve \$6,652 to purchase 10 new study chairs. Motion passed.
- b. **2018 Survey Results** – The board packet contained the full results from the 2018 survey and Andrea discussed them with the group. There were 204 responses and, overall, the results were positive.
- c. **Presentation of the FY 2017-2018 Annual Report** – Andrea distributed copies of the FY2017-2018 Annual Report to the Board. It will go out to the public this week.

13. CALL TO THE PUBLIC: No public present.

14. BOARD MEMBERS' COMMENTS: Sandra liked the annual report. There were no other comments.

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

16. ADJOURNMENT: A motion was made by Christie and supported by Jennifer to adjourn the meeting at 7:44 p.m. Motion passed.

Respectfully submitted,
Carol Barone, Executive Assistant