

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, January 22, 2024 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:03 p.m. by Veronica. Board members present: Leah Gettings, Jen Griffen, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Allison and supported by Leah to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No public present.
4. **PRESENTATION: FY 2022-2023 Audit by Gabridge & Company** via Zoom. The Board packet contained the Independent Auditor's Report for the Board to review. A representative from Gabridge & Company, Lauren Chatterton, discussed the financial highlights with the group. We received an unmodified audit that is the highest result. We should have 15-25% of our budget in our fund balance. We have a healthy fund balance of 38%. There were no budget variances and no internal control issues. There were no questions from the Board.
5. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of November 27, 2023, were included in the board packet. A motion was made by Leah and supported by Dulcie to approve the minutes of the Regular Meeting of November 27, 2023 as written. Motion passed.
6. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure reports for December 2023 and January 2024. A motion was made by Allison and supported by Jen to approve the December and January expenditure reports as presented in the board packet. Motion passed.
7. **BUDGET REVIEW:** A budget update for period ending January 31, 2024 was included in the board packet. Property taxes are included in this budget update. There were no questions from the Board.
8. **DIRECTOR'S REPORT:** We received our first Local Community Stabilization check in October for \$43,565.26. We will receive a second check in May for surplus funds which can vary widely in amount. Andrea talked about our current staffing updates. We will be hosting a practicum student from Oakland Community College to learn about a variety of library services. We went live on the new event calendar on Thursday, January 11. In addition to offering the program calendar, the new site also allows patrons to book the meeting room online pending final staff approval.
9. **UPDATE FROM CITY COUNCIL MEETINGS:** There were no updates from City Council.

10. UPDATE FROM THE FRIENDS OF THE LIBRARY: The Friends made \$603 from their holiday sets sold in November and December and \$145 from their holiday auction. The Friends quarterly meeting scheduled for tomorrow is postponed due to the impending bad weather.
11. COMMUNICATIONS: There was only one book suggestion this month and that book is now available on the New Book Shelf.
12. UNFINISHED BUSINESS: There was no unfinished business.
13. NEW BUSINESS:
 - a. **FY 2025 Holiday Closings:**

The board packet contained the 2024 Holiday Closings list that was approved by the Board last January. Andrea recommended keeping the 2024 calendar as originally approved and the Board agreed. The board packet also contained the proposed 2025 Holiday Closings. Each spring, Andrea submits to the Library Network shared system a list of the 2025 dates that the Library plans to be closed so due dates will not be issued on those days. The proposed 2025 holiday closings are based on paid City holidays. Traditionally, the Library has been closed on the Saturday before Memorial Day, the Saturday before Labor Day, and the Saturday after Thanksgiving. The Library also traditionally closes at 5:00 the day before Thanksgiving which is consistent with area libraries. A motion was made by Leah and supported by Jen to approve the 2025 Holiday Closings as presented in the board packet. Motion passed.
 - b. **Election of Officers and Formation of Committees:**

According to the Board Bylaws, officers and committees are elected at this meeting. Andrea included in the Board packet a memo detailing the duties of the officers and committees and she discussed them with the Board. Officers and committee members were nominated and presented as follows:

President – Veronica was nominated by Allison and supported by Dulcie.

Vice President – Allison was nominated by Jen and supported by Leah.

Treasurer – Dulcie was nominated by Jen and supported by Allison.

Secretary – Leah was nominated by Dulcie and supported by Jen.

Budget Committee: Dulcie, Allison, and Leah.

Building Committee: Veronica, Jen, and Leah.

Personnel Committee: Veronica, Dee Dee, and Jen.

A motion was made by Jen and supported by Allison to approve the officers and committee members as nominated. Motion passed.
14. CALL TO THE PUBLIC: No public present.

APPROVED: FEBRUARY 26, 2024

15. BOARD MEMBERS' COMMENTS: Allison asked about the incident report that was in the Board packet and Andrea explained what happened. She will follow up with the police department and will update the Board.
16. NEXT MEETING DATE: The next Regular Meeting is Monday, February 26, 2024 at 7 p.m.
17. ADJOURNMENT: A motion was made by Leah and supported by Jen to adjourn the meeting at 7:48 p.m.

Respectfully submitted,
Carol Barone,
Executive Assistant