

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, November 27, 2023 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:05 p.m. by Veronica. Board members present: Christie Currier, Leah Gettings, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant. Absent: Delores (Dee Dee) Grant. Public present: Jen Griffin, new board member starting in January.
2. **APPROVAL OF AGENDA:** A motion was made by Christie and supported by Leah to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** Jen Griffin said she is excited to join the Board in January.
4. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of October 23, 2023, were included in the board packet. A motion was made by Christie and supported by Leah to approve the minutes as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The expenditure report was in the board packet. Andrea discussed the Library Market bill and the TLN bills. There are two months of Baker & Taylor bills due to the timing of receiving the invoices and our last board meeting. There were no questions from the group. A motion was made by Leah and supported by Allison to approve the expenditure report as presented in the board packet. Motion passed.
6. **BUDGET REVIEW:** A budget update for period ending 11/30/2023 was included in the board packet. Property tax should show up on the next budget update. There no questions from the Board.
7. **DIRECTOR'S REPORT:** The new auditors have completed a draft of our FY 2022-2023 audit and we have had great communication with the team. A final copy will be submitted to the state in December and then presented to the Board at the January meeting. We have planned three crafts and two activities for the tree lighting event on Friday. Andrea has started a subscription to LibraryAware that provides a newsletter, marketing templates and allows patrons to get regular book recommendations emailed. We selected Library Market's Library Calendar software for our new event calendar. This software has all of the features we currently have along with additional functions.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** Andrea and Veronica attended the last City Council meeting. City Council approved the salary adjustments for the librarians.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends meeting minutes were included in the board packet. They approved everything we requested. Holiday Bundles are out for patrons to purchase. Their Holiday Auction will be located in the display case this week.

10. COMMUNICATIONS: We received two suggestions in the suggestion box this month. One was asking if the Library could subscribe to IBD (Investor's Business Daily). We added that to our collection starting in December. Also, a patron was concerned about Chrome/Gmail clearing when a session ends and Andrea explained how our computers restart after each session and our software resets the computer to the original setting. She also gave tips on safely using a public computer.
11. UNFINISHED BUSINESS: There was no unfinished business.
12. NEW BUSINESS:
 - a. **Borrowing Policy:** Andrea has been reviewing and updating policies and recommends combining the Audiovisual Policy, Fee Policy, Interlibrary Loan Policy and Lost Book Policy. This avoids having to update multiple related policies if one thing changes. The only major change to the Borrowing Policy is the change from 60 to 30 days to get a refund if a lost book was returned. There were no questions from the group. A motion was made by Allison and supported by Leah to adopt the revised combined Borrowing Policy and revoke the current Audiovisual, Fee, Interlibrary Loan and Lost Book policies. Motion passed.
 - b. **Presentation of the FY 2022-2023 Annual Report:** Andrea passed out copies of the Annual Report for fiscal year 2022-2023. Some of the items Andrea discussed was the circulation and program attendance are back to pre-Covid numbers. Additional funds will be added to the fund balance. The Board all agreed that the report looked great.
13. CALL TO THE PUBLIC: No comments from the public.
14. BOARD MEMBERS' COMMENTS: Allison asked if the policies are online. Andrea said the patron related policies are posted on the Library's website under the About section.
15. NEXT MEETING DATE: The next Regular Meeting is Monday, January 22, 2024 at 7:00 p.m.
16. ADJOURNMENT: A motion was made by Christie and supported by Allison to adjourn the meeting at 7:32 p.m.

Respectfully submitted,
Carol Barone, Executive Assistant