

WIXOM PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Monday, September 25, 2023 7:00 p.m.

1. **CALL TO ORDER:** The meeting was called to order at 7:03 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. Excused Absent: Delores (Dee Dee) Grant.
2. **APPROVAL OF AGENDA:** A motion was made by Allison and supported by Dulcie to approve the agenda as presented. Motion passed.
3. **CALL TO THE PUBLIC:** No comments from the public.
4. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of August 21, 2023 were included in the board packet. A motion was made by Leah and supported by Dulcie to approve the minutes as written. Motion passed.
5. **APPROVAL OF EXPENDITURES:** The expenditure report was in the board packet. 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 9/30/2023 was in the board packet. We are on track with the budget at this time. There were no questions from the Board.
7. **DIRECTOR'S REPORT:** The HVAC units have finally arrived and DPW is working with the HVAC company to schedule installation. We will delay opening one day during install while the crane is operating on the roof. Andrea will update the Board when a date is set. The Friends of the Library Fall Used Book Sale will run from October 4 through October 7. Demco has notified us that our event calendar will be sunsetted summer 2024. Andrea is checking out potential calendar options. Andrea summarized our Summer Reading results that showed good completion and participation rates.
8. **UPDATE FROM CITY COUNCIL MEETINGS:** There were no updates from City Council. After the Personnel Committee met to discuss equity adjustments, Andrea sent a memo to the City Manager's office to request a wage and salary meeting.
9. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends Silent Auction is ending September 30 and the Fall Used Book Sale is next week.
10. **COMMUNICATIONS:** We received two 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. **Board of Trustee Bylaws:** The Library Board of Trustee Bylaws were last amended in 2019. Andrea made a couple minor changes to the current bylaws and the board packet contained the suggested changes to the bylaws in red. Andrea recommended changing the public comment time from 5 minutes per speaker to 3 minutes for each section. This change is in line with other libraries. Andrea will have the revisions on the agenda for review and approval at the next meeting.

- b. **Public Comment Policy:** Andrea also recommended adopting a formal public comment policy that includes procedural items not included in the bylaws. The Board will approve the Public Comment Policy after the Bylaw Updates are approved.

13. CALL TO THE PUBLIC: I like the new book end markers in the Children's area. They make finding books easier for the kids.

14. BOARD MEMBERS' COMMENTS: Dulcie commented on the other digital services we offer and Andrea discussed them with the group.

15. NEXT MEETING DATE: The next Regular Meeting is Monday, October 23, 2023 at 7:00 p.m.

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

Respectfully submitted,
Carol Barone,
Executive Assistant