

**WIXOM PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Monday, May 22, 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, Delores (Dee Dee) Grant, Dulcie MacQueen, Veronica Simmons and Allison Wert. Staff Present: Andrea Dickson, Library Director and Carol Barone, Executive Assistant.
2. **APPROVAL OF AGENDA:** A motion was made by Christie and supported by Allison to approve the agenda as presented. Motion passed.
3. **PUBLIC HEARING:** Fiscal Year 2023-2024 proposed Library budget.
4. **CALL TO THE PUBLIC:** One member of the public was present and there were no comments.
5. **APPROVAL OF MINUTES:** The minutes of the Regular Meeting of April 24, 2023, were included in the board packet. A motion was made by Dee Dee and supported by Christie to approve the minutes of the Regular Meeting of April 24, 2023 as written. Motion passed.
6. **APPROVAL OF EXPENDITURES:** The board packet contained the expenditure report. Dee Dee asked what current mileage rate is. A motion was made by Allison and supported by Leah to approve the expenditure report as presented in the board packet. Motion passed.
7. **BUDGET REVIEW:** A budget update through last week was included in the board packet. Budget amendments to even out accounts will be on the agenda at the next board meeting. There were no questions from the Board about the budget update.
8. **DIRECTOR'S REPORT:** Andrea is receiving proposals and recommendations for accounting firms for our FY 22-23 audit and will present that information at the June board meeting for approval. With the recent mass shootings, Andrea reached out to the Police Department about getting a refresher training on active shooter procedures. It is a 3-hour training and she wanted the Board's permission to delay opening of the Library a few hours to accommodate the training. Summer reading begins June 1 with the first big program on Tuesday, June 20. TLN did computer maintenance and will upgrade to Windows 11 this summer after we order the new computers budgeted for FY 2023-24. Andrea also talked about the recent inspection of the fire suppression system that revealed a maintenance issue. The repairs will require the building to be closed for at least a few hours. Andrea is working with DPW and the Community Center to schedule the repairs around programs at both the Library and Community Center. She will keep the Board posted on the progress and the final date for the repairs.
9. **UPDATE FROM CITY COUNCIL MEETINGS:** Andrea will be attending the City Council meeting tomorrow.
10. **UPDATE FROM THE FRIENDS OF THE LIBRARY:** The Friends quarterly meeting was postponed until June. Their Spring Book Sale raised \$4,871, which is a great number for a spring sale.

11. COMMUNICATIONS: There was one complimentary email this month regarding the Earth Day display.
12. UNFINISHED BUSINESS:
  - a. **Adoption of 2023-2024 proposed Library budget:** A copy of the proposed Library budget was included in the board packet. There were no changes and the Board didn't have any questions. A motion was made by Leah and supported by Dee Dee to approve the FY 2023-2024 Library Budget, millage rate of 1.0666, and budget resolution as written. Roll call vote: Christie, Leah, DeeDee, Dulcie, Veronica and Allison. Motion passed.
13. NEW BUSINESS:
  - a. **Children and Vulnerable Adults in the Library policy:** Our current Unattended Children policy had not been revised since 2012. Andrea sent it to the Library's attorney for review and she recommended replacing our current policy with the updated policy that was included in the board packet. The attorney also recommended adding a section for vulnerable adults and Andrea agreed based on previous experiences. A motion was made by Christie and supported by Allison to approve the new Children and Vulnerable Adults in the Library policy as written in the Board packet. Motion passed.
  - b. **Consideration of holding a Closed Session under section 8(a) of the Open Meetings Act to conduct the annual evaluation of the Library Director:** A motion was made by Allison and supported by Leah to hold a Closed Session to discuss an item exempt from disclosure under the Open Meetings Act for the annual personnel evaluation of the Library Director. Roll call vote: Christie, Leah, DeeDee, Dulcie, Veronica and Allison. Motion passed.  
Entered into Closed Session at 7:32 p.m.  
  
A motion was made by Christie and supported by Dee Dee to return to an Open Session. Roll call vote: Christie, Leah, DeeDee, Dulcie, Veronica and Allison. Motion passed.  
Returned from Closed Session at 7:53 p.m.
14. CALL TO THE PUBLIC: No comments from the public.
15. BOARD MEMBERS' COMMENTS: The Board commented favorably about the programs offered and how great that usage is up. They also suggested ideas for future programs and Andrea made note of them. They also discussed the incident reports that were included in the board packet.
16. NEXT MEETING DATE: The next Regular Meeting is Monday, June 26, 2023 at 7:00 p.m.
17. ADJOURNMENT: A motion was made by Dulcie and supported by Allison to adjourn the meeting at 8:02 p.m.

Respectfully submitted,  
Carol Barone,  
Executive Assistant