

Board of Trustees

APPROVED BOARD MINUTES

Location: Small Meeting Room, Auburn Hills Public Library

3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466

Thursday, November 15, 2018 at 7PM

1. **Call to Order:** Trustee Kastran calls the meeting to order at 7pm
2. **Roll Call:** Present: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

Also Present: Director Marble and Transcriber Burns

Guests: 2

3. **Approval of Draft Agenda:** Trustee Kastran asks for approval of the agenda with an amendment to the Number 5 – Call to the Public...adding that following the guest presentation of insurance there will be a closed meeting. Trustee Ahern moves to accept with this amendment and Trustee Miller seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

No: NONE

MOTION CARRIED: 6-0

4. **Approval of Meeting Minutes:** Trustee Reynolds moves to accept the minutes, Trustee Kastran seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

5. **Call to the Public:**

Guest: Presentation from John Gandolfi Agency...Explanation of Insurance for the Library. More information will be gathered and brought to the board.

Trustee Kastran asks for motion to move into closed session at 7:25pm under 8h of the Open Meetings Act to consider an exempt privileged attorney/client opinion letter. Trustee Siepielski moves to move into closed session and Trustee Ahern seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

Trustee Fletcher moves to reopen the meeting at 8:15pm and Trustee Siepielski seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

6. **Financial Report:** As of October 31, 2018: Total Revenues \$1,132,748.49; Total Expenditures, \$845,826.00; Total Net Revenue vs. Expenditures: \$286,922.49; Total Cutwater Investment, \$741,379.74.

7. **Director's Report:** Director Marble attended a meeting through TLN at the Redford Library and the guest speaker explained the steps as to how to apply for state aid.

The budget was sent to the city by Director Marble and they reported that everything looked good.

DPW has been working on the heating and cooling to get the building ready for winter. They also filled the cracks in the parking lot.

Director Marble attended the city's safety committee meeting and discussed the steps for fire alarm evacuation.

8. **Other Reports:**

Friends of the Library: NONE

9. **Ongoing Business:**

A: New hires have been selected

1. Connor McNamara, Technology Coordinator
2. Christina Bowers, Marketing and Community Relations Coordinator

10. **New Business:**

A: Insurance renewal for 2018-2019: Tabled awaiting more information

B. Budget amendments for 2018-line items that are over: Director Marble discusses the discrepancies of the budget.

C. New Amazon Line of Credit for Friends Wish List Items ONLY: Director Marble is the only one that will be allowed to use it and all invoices will be given to the Friends to pay.

D. Substitutes for the Library: Director Marble proposes that the library use substitutes but only in emergency situations...if a sub is needed the hours would be offered to the libraries own part timers first but if no part timers are available then the director would look outside of the libraries employees.

E. Paid Birthdays for Part time staff in 2019 (possible benefit): Director Marble proposes that part timers can have a day off within their birthday week paid. The board will discuss this further.

F. Holiday event for the staff: Suggestion is made to ask the Friends if they would like to throw a holiday party. Tax payers' dollars cannot be used for parties.

11. **Comments from the Board** (Communication): Next meeting is early and scheduled for Dec. 13th.

12. **Adjournment:** Trustee Kastran adjourns the meeting at 8:40pm