

Board of Trustees Meeting

APPROVED MINUTES

Location: Small Meeting Room, Auburn Hills Public Library

3400 E. Seyburn Drive, Auburn Hills, Michigan 48236 (248) 370-9466

Thursday, Aug. 30, 2018 at 7PM

1. **Call to Order:** Trustee Kastran call the meeting to order at 7PM

2. **Roll Call:**

Present: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller and Trustee Siepielski.

Absent: Trustee Reynolds

Also Present: Director Marble and Transcriber Burns

Guests: 2

3. **Approval of Draft Agenda:** Trustee Ahern moves to approve and Trustee Siepielski seconds.

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

NO: NONE

MOTION CARRIED 5-0

4. **Approval of Draft Library Board Minutes:**

- a. Regular Meeting Minutes: Thursday, July 26, 2018:

Trustee Miller moves to accept the minutes as they stand with the correction of adding Trustee Siepielski instead of Richard in a couple places. Trustee Kastran seconds.

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

NO: NONE

MOTION CARRIED: 5-0

- b. Closed Session Meeting Minutes: Thursday, July 26, 2018:

Trustee Fletcher moves to accept the minutes and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 5-0

5. **Call to the Public:** NONE

6. **Presentation/Special Guest:**

- a. Plante Moran Auditors – 2017 Audit Presentation: Justin Kolbow from Plante Moran came to go over the audit with the board of directors and library director.

7. **Financial Report:**

As of July 31, 2018: Total Revenues: \$1,069,953.86; Total Expenditures: \$590,161.55; Total Net Revenue vs. Expenditures: \$479,792.31; Total Cutwater Investments: \$738,726.74.

8. **Director's Report:**

The following report is from the past Interim Director Waun.

Painting of the library began on July 18th however there was some miscommunication and the library had to open late that day due to the taping of the doors. Staff had to enter through the large meeting room patio doors.

The library staff is ready to attend National Night Out with crafts.

Many programs are still taking place within the library and are quite popular with patrons.

Touch a Truck was very popular however in the future the area that occurs in and the parking needs to be rerouted for safety of the children. There were no accidents, but it was not a very safe situation with cars backing out and pulling in to park in the same area the trucks were.

The library's entire carpet was cleaned in July.

9. **Other Reports:**

- a. Friends of the Library: No report

10. **Ongoing Business:**

- a. Duns # update: The library now has it's own Duns number which sets them apart from the city so that governmental grants can be applied for by the library itself.
- b. Organizational Chart: Director Marble submitted a chart so the board could see just how the staff is layed out. For instance, who is under him as coordinators of their departments and then who is under the coordinators, etc.

11. **New Business:**

- a. Budget Analysis: Director Marble turned in a preliminary budget analysis.
- b. Set Budget Hearing date for 2019 budget approval: Saturday Sept. 29, 2018, 9am
- c. Hoopla Soft Launch: Director Marble would like to do a trial or soft launch of this and see what the response is from patrons. He explained to the board how it works.
- d. Part-time staff who close: At this point part time staff don't get paid after 9pm but Director Marble wants to pay them for staying. This scenario occurs if a patron happens to be checking out late and it causes the staff member to stay past the closing time. Board agrees with him.
- e. Possible new day for Board of Trustees Meetings in 2019: Possibly put the board meetings to Mondays in 2019, 4th Monday in the Large meeting room. This will be discussed later.
- f. Director Lawrence would like to get rid of some unused furniture and will make a list and get the board's approval. The board will do a library walk through with the director on Sept. 29th and then make a decision.

12. **Comments from the Board (Communications):** NONE

13. **Adjournment:** Trustee Kastran adjourns the meeting at 8:20pm