

Board of Trustees

**APPROVED MINUTES**

Location: Small Meeting Room, Auburn Hills Public Library

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

Thursday, May 18, 2017

1. **Call to Order:** Richard Siepielski called the meeting to order at 7pm.
2. **Roll Call:** Present: Vickie Ellis; Mary Jo Ahern; Beverly Miller; Richard Siepielski; Kay Kastran

Also present: Director Stephanie McCoy and Transcriber Sandy Burns

Absent: Cathy Moldenhauer

Guests: 2

3. **Approval of Draft Agenda:**  
a: May 18, 2017  
Mary Jo Ahern moves to accept the agenda; Beverly Miller seconds.

Vote: Yes: Mary Jo Ahern; Beverly Miller and Richard Siepielski

No: Vickie Ellis and Kay Kastran

Motion Carried 3-2

4. **Approval of minutes:**  
Mary Jo Ahern moves to accept; Richard Siepielski seconds.  
Vote: Yes: Mary Jo Ahern; Beverly Miller; Richard Siepielski and Kay Kastran  
No: Vickie Ellis

Motion carried 4-1

5. **Financial Report:**  
As of April 30, 2017: Total Assets are \$1,568,239.14; Total Liabilities YTD are \$11,640.31; Total Revenues YTD are \$978,403.76; Total expenditures YTD are \$348,512.20; Total Fund Balance YTD is \$926,707.27; Ending Fund Balance YTD is \$1,556,598.83.

6. **Call to Public:**  
None

7. **Library Director's Report:**

The American Library Association Conference will be held in Chicago, Illinois and Director McCoy has registered to attend this from June 22-27.

Vickie Ellis asks if the city policy updates would affect the library and if so could they be updated in the library board manual.

Foster Swift is our law firm, they are raising rates from \$190 per hour to \$200 per hour. Kay Kastran moves to accept the rate increase and keep them as our attorneys. Richard seconds.

Vote: Yes: Vickie Ellis; Mary Jo Ahern; Beverly Miller; Richard Siepielski and Kay Kastran

No: NONE

Motion Carried 5-0

8. **Other Reports:**

- a. Friends of the Library: Alice Kowolski states that the Book sale was very successful. \$1837 was made. Gave away 33 boxes of books, they are being sent to India to set up a library. Auction of 12 baskets goes until Monday the 22<sup>nd</sup>. They will be hosting a pet contest in July.

9. **Ongoing Business:**

- a. Strategic Plan
  - i. Bridgeport Consultants have withdrawn
  - ii. Other Strategic Planners – Bolen & Assoc. have developed a high level plan and the cost to us would be between \$10,000-\$15,000. Lake Orion is very happy with this group. Since they are from Indiana Kay will try to set up a conference call with the board and them.
- b. Investments: Plante Moran will make sure the board receives quarterly reports
- c. Plante Moran: They are ready to present at the June meeting. This is a good opportunity to ask questions.
- d. Collection Agency: A decision must be made now if we wish to keep the Unique Agency employed for at least 1 year. Mary Jo Ahern moves to accept, Kay Kastran seconds.

Vote: Yes: Vickie Ellis, Mary Jo Ahern; Beverly Miller; Richard Siepielski and Kay Kastran

No: NONE

Motion carried 5-0

- e. Review & Form: Library Director's Appraisal, Beverly Miller, Richard Siepielski and Mary Jo Ahern will be a committee. They will get a form ready and possibly for the June meeting.
- f. Building Upkeep: Bids are being requested to repair the roof. The front entrance needs to be painted.
- g. Election information: We have two 2 year terms coming up and two 6 year terms.

10. **New Business:**

a: EIN (Employee Identification Number). Richard is waiting for more information from Jim Pletz and then will also seek some legal advice. The City wouldn't incorporate the changes until 2018. So this is tabled until we have more information.

b: Unemployment: There is a problem with some applying for unemployment because of lack of hours and yet we are still hiring new employees. Director McCoy will report on the outcome of this and advise the Board.

11. **Comments from the Board:**

Thank you for getting the board new email addresses.

12. **Adjournment:** Richard calls to adjourn at 8:15pm. All in favor.