



Auburn Hills Public Library

APPROVED AUBURN HILLS PUBLIC LIBRARY MINUTES FOR 01/23/07

Location: Small Meeting Room, Auburn Hills Public Library
3400 E. Seyburn Drive
Auburn Hills, Michigan 48326

1. **Call to Order:** President D. Rohe called the meeting to order at 3:55 p.m.
2. **Roll Call:** Present: Deanna Rohe, David McBroom, Bruce Sanders, Leonard Hendricks, Nelson Phillips. Also present: K. Waarala, Director. Absent: Paul Landsberg and Karen Messer, Administrative Assistant.

3. **Approval of minutes from previous meeting:**

Motion by L. Hendricks to approve the Library Board meeting minutes of January 23, 2007

Supported by D. McBroom

Vote: Yes: McBroom, Rohe, Phillips, Sanders, Hendricks

No: None

Motion carried (5-0)

4. **Financial Report:** Financial Officer D. McBroom stated that as of January 23, 2007, the total liabilities and fund balance is \$731,264. Total revenues YTD are \$1,497,740. Total expenditures YTD are \$1,292,918. Fund balance YTD is \$683,469. D. McBroom noted that the balance YTD at the end of December 2006 was \$204,000 surplus.

Motion by L. Hendricks to approve the financials of January 2007

Supported by B. Sanders

Vote: Yes: McBroom, Rohe, Phillips, Sanders, Hendricks

No: None

Motion carried (5-0)

5. **Public Comments:** None

6. **Library Director's Report:** Library Design Associates will be sending a quote shortly regarding the upcoming space reallocation needs for the Library. The Board decided to vote to accept the quote at the February meeting, but will wait until March to make any final decisions on implementing the proposal. K. Waarala informed the Board that the budget allows for \$6,000 for contractual services for the 2007 budget year. The State Librarian has announced several town meeting dates for library staff and board members around the state. K. Waarala informed the Board she would be attending one of the scheduled town meetings. K. Waarala handed out statistics regarding items missing from the Library's collection and how the Library compares with other Class IV libraries within TLN. K. Waarala assured the Board that the Library's numbers are lower than the average 'assumed lost' statistics within the co-op. Adult Services staff with the assistance of the pages have been working on shifting the fiction collection to try to get materials off the bottom shelf. Additional Kik stools are on order to assist patrons with their selections. The addition of the video game collection is proving very successful. K. Waarala will allocate funds in the near future to purchase additional games. K. Waarala informed the Board she will be out of the Library from January 26 through February 1. Linda Coleman will be in charge of the Library during K. Waarala's absence.

7. **Committee Reports:**

Personnel Committee: None

K. Waarala handed out director evaluation paperwork to Board members. The evaluation will take place in March. D. McBroom asked the Board to complete the evaluation paperwork before the February Board meeting.

8. **New Business:**

- a. Proposed changes to Code of Courtesy Policy
 1. Cell phones
 2. Service Animals

The Board discussed the proposed changes to the Code of Courtesy Policy. D. McBroom stated the cell phone policy was a good compromise. Board members agreed to implement the changes to the existing policy. (Changes to policy in bold):

Use of cellular phones is prohibited in the library will be changed to **Cellular phones must be turned off or set to vibrate upon entering the library. Brief cellular phone calls are allowed in the library as long as they a) are not held in designated quiet areas and b) meet the expected reasonable level of conversation. Patrons not complying with this policy may be required by library staff to leave the building to complete their cell phone conversations.**

In addition, the Board voted to change the Code of Courtesy Policy concerning Service Animals. The policy change will keep the Library consistent with the ADA. (Changes to policy in italics):

Pets, except Leader Dogs or Dogs for the Deaf, may not be brought into the building will be changed to Pets, except Service Animals trained to perform tasks for people with disabilities, may not be brought into the building.

**Motion by D. McBroom to change the Code of Courtesy Policy
Supported by B. Sanders**

**Vote: Yes: Rohe, McBroom, Sanders, Hendricks, Phillips
No: None**

Motion carried (5-0)

9. **Ongoing Business:** None

10. **Adjournment:**

**Moved by L. Hendricks to adjourn the meeting. Supported by N. Phillips.
There being no objections, the meeting was adjourned at 4:32 p.m.**

Submitted by
K. Messer, Administrative Assistant
For Paul Landsberg, Secretary