



## Auburn Hills Public Library

### **APPROVED AUBURN HILLS PUBLIC LIBRARY MINUTES FOR 05/22/2007**

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 3:56 p.m.
2. **Roll Call:** Present: D. Rohe, D. McBroom, P. Landsberg, B. Sanders, N. Phillips and L. Hendricks. Also present: K. Warrala, Director, and K. Messer, Admin. Assistant. Guest: Gretchen Thams, Auburn Hills resident.

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

The meeting minutes of 4/24/07 required a correction regarding acceptance of the financials. The minutes reflected that N. Phillips supported the motion to accept the financials when in actuality he was not present. B. Sanders supported the financials of March 31, 2007. The Board will approve the minutes as well as the correction to the vote at the June Board meeting.

*Correction of support approved by the Board June 2007*

4. **Financial Report:** Financial Officer D. McBroom reported that as of April 30, 2007, the total liabilities and fund balance is \$1,375,881. Total revenues YTD are \$1,038,794. Total expenditures YTD are \$413,688. Fund balance YTD is \$1,307,172.

**Motion by L. Hendricks to accept the financials of April 2007  
Supported by B. Sanders**

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

**Motion carried (6-0)**

5. **Public Comments:** None

6. **Library Director's Report:** State Representative Tim Melton invited K. Waarala to join in a town hall meeting to discuss how state budget cuts are affecting communities at the local level. Representatives who attended the meeting included several school districts, hospitals, and colleges. K. Waarala took the opportunity as the public library representative to explain how valuable library cooperatives are to libraries.

The City will be installing uniform signs in front of each building throughout the complex. The signs will denote historical information pertaining to each building. The unveiling is scheduled for June 4<sup>th</sup>. Staff appreciation gifts will be distributed by the end of May. Library Design Associates have been re-scheduled for the July meeting to present a quote for the reallocation needs of the Library. Library Board members will be attending the Oakland County Trustee Dinner June 13.

Michigan author P.J. Parris will visit the Library the evening of May 23 and read from her novel *An Unquiet Grave*. The Adult Service program is scheduled to begin at 7:00 p.m.

7. **Committee Reports:**

- a. **Personnel Committee:** Review 2008 salary structure

Chairperson D. McBroom presented the Board with an improved salary step system for 2008. K. Waarala suggested eliminating the salary steps and introducing a minimum, maximum and midpoint allowing more flexibility in salary range. Instead of having set steps, this new approach would allow staff members to receive a flat 2 percent cost of living increase with a potential additional discretionary increase of 1 to 2 percent. The discretionary increase would be based upon performance evaluation.

Comments: B. Sanders asked K. Waarala to explain the midpoint in the salary range. K. Waarala responded that the midpoint is a snapshot of what the exact midpoint of the range is. K. Waarala further explained that the midpoint allows flexibility when a new employee is hired. Depending on where that employee fits into the range with job related experience, they can start anywhere from the minimum up to the midpoint. P. Landsberg asked K. Waarala if there were any objections to the current step system. K. Waarala responded there were no objections to the current system. She stated the proposed method is an alternative way to look at salary structures for the Library. An in depth discussion ensued and the Board agreed to accept K. Waarala's salary plan. The Board along with the Director will review the salary structure next year. D. Rohe commended both D. McBroom and K. Waarala on their hard work.

**Motion by D. McBroom to accept K. Waarala's proposed salary structure  
Supported by B. Sanders**

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

**No: None**

**Motion carried (6-0)**

8. **New Business:** None
9. **Ongoing Business:** None
10. **Adjournment:**

**Moved by L. Hendricks to adjourn the meeting.  
Supported by P. Landsberg**

**There being no objections, the meeting was adjourned at 4:48 p.m.**

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