



## Auburn Hills Public Library

### **APPROVED AUBURN HILLS PUBLIC LIBRARY MINUTES FOR 9/25/07**

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 3:51 p.m.
2. **Roll Call**: Present: Deanna Rohe, Bruce Sanders, David McBroom, Leonard Hendricks and Nelson Phillips. Also present: Chris de Bear, Library Design Associates, Karrie Waarala, Library Director and Kathleen Stafford, Library Administrative Assistant. Absent: Paul Landsberg.

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

**Motion by D. McBroom to approve the Library Board meeting minutes of August 28, 2007. Supported by B. Sanders**

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

**No: None**

**Motion carried (5-0)**

4. **Financial Report**: Financial Officer D. McBroom reported that as of August 31, 2007 total liabilities and fund balance was \$1,333,967. Total revenues YTD are \$1,457,747. Total expenditures YTD are \$853,388. Fund balance YTD is \$1,252,059.
5. **Public Comments**: None
6. **Library Director's Report**: K. Waarala reported that the "Museum Adventure Pass" program has a targeted start date of October 25, 2007. Posters, display racks and laminated passes will be delivered soon. The Detroit Zoo will not be participating in the program, as previously noted. November 1, 2007 has been set for the first joint program between AHPL and the Oakland University libraries. The community-wide poetry slam will be held at Oakland University's Kresge Library. K. Waarala indicated that the work on the nature trail is now underway. The trail has been graded up to the woods and trees are being cleared in order to continue the project. The new flat screen TV is up and running in the lobby.
7. **Committee Reports**: Personnel Committee: K. Waarala reminded the Board members of the Library Director's annual evaluation. It was noted that K. Stafford would mail evaluation forms to all Board members and Ms. Waarala's evaluation would be forthcoming.

8. **New Business:** Upon delivering the approved 2008 Library Budget to the City finance department, it was discovered that the Library initially received incorrect 2008 figures for the two expense items of Administrative Charges and Interfund Services. The correct 2008 figure for Administrative Charges is \$61,567 (as opposed to \$59,825, a difference of \$1,742) and \$165,226 in Interfund Services (as opposed to \$151,959, a difference of \$13,267). D. Rohe questioned the reason for the large difference in amounts for the Interfund Services portion. K. Waarala explained that all City departments would see an increase and it was not library-specific. The Board discussed the options of using fund balance monies or adjusting other budget items to address the \$15,009 difference. It was agreed that the best option would be to increase the Administrative Charges and Interfund Services line items, and appropriate the \$15,009 from the fund balance, leaving a projected revenue under expenditures at \$51,628 for 2008.

**Motion by L. Hendricks to approve the revised 2008 Budget as follows:**

**Administrative Services line item to read \$61,567 (instead of \$59,825) and Interfund Services line item to read \$165,226 (instead of \$151,959) with funds to be appropriated from fund balance. Supported by D. McBroom**

**Vote: Yes: Hendricks, McBroom, Phillips, Rohe, and Sanders**  
**No: None** **Motion carried (5-0)**

9. **Ongoing Business:** K. Waarala provided updated figures of Library Design Associates' estimate for the AHPL space reallocation project. The breakdown of expenses is as follows:

Youth Services: \$36,145.84

Adult Services: \$150,624.11

Support Services: \$25,783.77

The Board reviewed the requirements of each department to determine which project should be started first and agreed that Youth Services has the most immediate need. Once that phase is completed, the Board will evaluate the best course of action for the remaining two phases based on the economic climate at that time.

**Motion by D. McBroom to move ahead with the Youth Services space reallocation project in the amount of \$36,145.84 in 2007. Supported by B. Sanders**

**Vote: Yes: Hendricks, McBroom, Phillips, Rohe, and Sanders**  
**No: None** **Motion carried (5-0)**

10. **Adjournment:**

**Moved by D. McBroom to adjourn the meeting**  
**Supported by N. Phillips**

**There being no objections, the meeting was adjourned at 4:36 p.m.**

Submitted by:  
K. Stafford, Administrative Assistant  
For P. Landsberg, Secretary