Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR 10/23/07

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, Bruce Sanders, Leonard Hendricks, Paul Landsberg and Nelson Phillips. Also present: Karrie Waarala, Library Director and Kathleen Stafford, Library Administrative Assistant. Absent: David McBroom.

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

   Motion by P. Landsberg to approve the Library Board meeting minutes of September 25, 2007. Supported by B. Sanders

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

4. **Financial Report**: On behalf of Financial Officer D. McBroom, K. Warrala reported that as of September 30, 2007 total liabilities and fund balance was $1,252,650. Total revenues YTD are $1,465,621. Total expenditures YTD are $943,025. Fund balance YTD is $1,211,250. In addition, K. Warrala distributed the amended City of Auburn Hills 2008 Requested Budget reflecting the adjustments made to the Interfund and Administrative charges, which were approved at the last meeting.

5. **Public Comments**: None

6. **Library Director's Report**: The Board discussed the status of beginning work on the space reallocation project. K. Waarala confirmed that supplies may be ordered and purchase orders submitted in 2007 even if work does not take place until the beginning of 2008. Ms. Waarala advised the Board that the Museum Adventure Program display would be arriving soon and the program will begin on October 25, 2007. Ms. Waarala gave a brief explanation of the new SAM Internet software system, which will manage the public access Internet terminals. She also reminded the Board that she would be attending the first meeting of the new Cultural Economic Development Online Tool (CEDOT) Advisory Committee on November 20, 2007.

7. **Committee Reports**: None

8. **New Business**:

   Motion by D. Rohe that the by-laws shall state the Board of Trustees will evaluate the Library Director on an annual basis. Additional evaluations may be held as determined by the Board. A policy shall be created stating that the Personnel Committee chairperson will initiate the evaluation process in time for the evaluation to take place with all Board members present each October. Supported by B. Sanders.

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

   P. Landsberg addressed the Board about the possibility of selling hats with the Library logo as a potential fundraiser. Discussion ensued and K. Waarala commented that once the interior redesign is complete might be a good time to establish a new marketing strategy that could include a new logo, updating the website and a new marketing position statement.

9. **Ongoing Business:** On behalf of the Board, D. Rohe thanked Leonard Hendricks for serving on the Board as such a knowledgeable and interested participant.

10. **Adjournment**:

    Moved by L. Hendricks to adjourn the meeting
    Supported by B. Sanders

    There being no objections, the meeting was adjourned at 4:21 p.m.

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