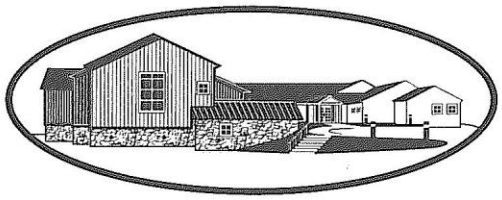

Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR 01/22/08

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

1. **Call to Order**: President B. Sanders called the meeting to order at 3:51 p.m.

2. **Roll Call:** Present: Bruce Sanders, Paul Landsberg, David McBroom, Nelson Phillips, and Deanna Rohe. Also present: Karrie Waarala, Library Director and Kathleen Stafford, Library Administrative Assistant. Absent: Gretchen Thams.

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

   Motion by D. Rohe to approve the amended Library Board meeting minutes of November 27, 2007. Supported by D. McBroom

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

4. **Financial Report**: Financial Officer P. Landsberg reported that as of December 31, 2007 total liabilities and fund balance was $811,983. Total revenues YTD are $1,486,604. Total expenditures YTD are $1,363,275. Fund balance YTD is $710,185.

5. **Public Comments**: Pete Auger, who took office as City Manager January 9, 2008, was introduced to the Board of Trustees.

6. **Library Director's Report**: Ms. Waarala confirmed that space reallocation project is on schedule, with work to begin on Tuesday, February 26, 2008. The Youth Department will remain closed until Monday, March 3, 2008. Youth staff will still be available to assist patrons, and some programming will continue throughout the week of construction.

7. **Committee Reports**: Personnel Committee: Chairperson N. Phillips reviewed archived personnel records. The Board determined that certain out of date documents and records could be removed.

8. **New Business**:
   (a) Review and approval of the following Policies:

   (1) **Child Safety and Well Being** – The Board members determined that this policy should address age and procedures for the care of unattended children at closing time. Ms. Waarala will draft the revisions and present to the Board at the next meeting.

   (2) **Community Bulletin Board** – The Board agreed this policy should remain unchanged.

   (3) **Display Case** - The Board agreed this policy should remain unchanged.

   (b) Approval of budget for Library Design Youth department project: K. Waarala provided the revised proposal from Library Design Associates for the space reallocation project in the Youth department. The two items showing estimated costs in the previous proposal were addressed and Board members discussed where the appropriation of funds should come from.

   Motion by D. Rohe to approve amended proposal from Library Design Associates of $36,690.84 to be taken from the fund balance and inserted as appropriate line items. It will be noted that these monies were budgeted in 2007 and went unspent, necessitating the 2008 budget revision. Supported by D. McBroom.

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

9. **Ongoing Business:** None

10. **Adjournment**:

    Moved by D. McBroom to adjourn the meeting. Supported by D. Rohe

    There being no objections, the meeting was adjourned at 4:51 p.m.

Submitted by:
K. Stafford, Administrative Assistant
For N. Phillips, Secretary