



Auburn Hills Public Library

**APPROVED  
AUBURN HILLS PUBLIC LIBRARY  
MINUTES FOR November 25, 2008**

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 3:55 pm.
2. **Roll Call:** Present: Bruce Sanders, Paul Landsberg, David McBroom, Nelson Phillips, Deanna Rohe. Also present: Karrie Waarala, Library Director and Jean Smiley, Library Administrative Assistant. Absent: Gretchen Thams.
3. **Approval of minutes from previous meeting:**

**Motion by D. Rohe to approve the Library Board meeting minutes of October 28 2008. Supported by P. Landsberg**

Vote: Yes: McBroom, Phillips, Landsberg, Rohe and Sanders.

No: None

Motion carried (5-0)

4. **Financial Officer's Report:**
  - (a) Financial Officer P. Landsberg reported that as of October 31, 2008 total liabilities and fund balance is \$1,118,299. Total revenues YTD are \$1,493,948. Total expenditures YTD are \$1,254,507. Fund balance YTD is \$1,065,453.
5. **Public Comments:** None
6. **Committee Reports:** None
7. **Library Director's Report:** Ms. Waarala asked if there were any questions regarding her written report that was included in the Board packets.
  - P. Landsberg asked for clarification on the new alarm system that is being installed. D. McBroom asked if Ms. Waarala would have access to the data that is monitored by the security system. She said that she would and it would also be monitored by an off site security vendor.
  - D. Rohe inquired about the Poetry Slam that was in conjunction with Oakland University. Ms. Waarala explained that it is a competition in which poets perform their own work and are judged on how well the poem is written and performed.

- K. Waarala added to the Director's report that staff evaluations are currently taking place. The previous form is no longer being used. It has been replaced with the form that the City uses for all other city employees.
- The new feature, BookLetters is being added to AHPL website in early 2009. Several other libraries in the area are using it. Canton Public Library makes very good use of this on their website. BookLetters will coordinate with both our website and our electronic newsletter without being housed on AHPL's server. It allows a patron to view a full color image of a book cover along with the review of the book. Clicking on the image will take them directly to the catalog record for the book.

8. **New Business:**

- (a) Cancellation of December Board Meeting.

**Motion by D. McBroom to cancel the December 16, 2008 Board Meeting. Supported by N. Phillips.**

Vote: Yes: McBroom, Phillips, Landsberg, Rohe and Sanders.

No: None

Motion carried (5-0)

- (b) Review of Policy Manual:

K. Waarala stated that Kathleen Stafford, the previous Administrative Assistant and Jean Smiley, the current Administrative Assistant had put together a quality policy manual that is appropriate to present to the public if a patron were to have questions. It is complete with library policies, employee policies and procedures, and the Library Board Manual.

- (c) Election of Board Officers:

**Motion by D. Rohe to keep current officers in place for the 2009 Board. Supported by N. Phillips.**

Vote: Yes: McBroom, Phillips, Landsberg, Rohe and Sanders.

No: None

Motion carried (5-0)

- (d) D. Rohe stated that a new member would need to be appointed to the Personnel Committee.

- P. Landsberg explained the structure of the committee. The Personnel Committee members serve a staggered, three-year term. The member who is serving their third year is the Chairperson. After three years of serving on the Personnel Committee, the member rotates off and the President appoints a new member
- It was decided that Nelson Phillips would continue on as the Chairperson of the committee, serving his third year. David McBroom would serve his second year, Paul Landsberg would rotate off of the committee and Gretchen Thams who was absent from the meeting would be asked to serve her first year in 2009.

9. **Ongoing Business:**

- (a) D. Rohe asked for an update concerning Friends of the Library. Ms.

Waarala said a few people have expressed interest. When she has collected about a dozen names, she will set up an informational meeting in January or February. Ms. Waarala hopes to have 3 or 4 people who are very enthusiastic to head up the Friends group. B. Sanders said that he had brought up the topic at the Heritage Hills book club and several people had expressed interest.

10. **Adjournment:**

**Motion by D. Rohe to adjourn the meeting. Supported by P. Landsberg.**

Vote: Yes: McBroom, Phillips, Landsberg, Rohe and Sanders.

No: None

Motion carried (5-0)

**There being no objections, the meeting was adjourned at 4:13 pm.**

Submitted by:

J. Smiley, Administrative Assistant

For N. Phillips, Secretary