



Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR September 22, 2009

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 4:01 pm.
2. **Roll Call:** Present: Bruce Sanders, Nelson Phillips, Deanna Rohe, Paul Landsberg, Gretchen Thams and Ben Sebrowski. Also present: Karrie Waarala, Library Director and Jean Smiley, Library Administrative Assistant.
3. **Approval of minutes from previous meeting:**

Motion by D. Rohe to approve the Library Board meeting minutes of August 25, 2009. Supported by N. Phillips.

Vote: Yes: Phillips, Sanders, Rohe, Landsberg, Thams and Sebrowski
No: None Motion carried (6-0)

4. **Financial Officer's Report:**
 - (a) Financial Officer P. Landsberg reported that as of August 31, 2009 total liabilities and fund balance is \$1,423,376. Total revenues YTD are \$1,498,357. Total expenditures YTD are \$918,663. Fund balance YTD is \$1,327,054.
 - (b) K. Waarala responded to D. Rohe's inquiry from the last meeting in regards to the interest income line of the financial report. Ms. Waarala verified with the City that the interest income is correct in the report. Interest rates are down to .3%.
5. **Public Comments:** None
6. **Library Director's Report:** Ms. Waarala asked if there were any questions regarding her written report that was included in the Board packets.

- (a) B. Sanders asked if the 10% loss of income tax from Chrysler to the City would result in a 10% income loss to the library as well. K. Waarala stated that the 10% loss would be across the board for all City Departments. Ms. Waarala said that the library may not feel the full impact of the 10% loss due to other revenue such as state aid and overdue fines.
- (b) P. Landsberg asked if it was true that Governor Granholm amended her executive order. K. Waarala confirmed that she did indeed change the executive order one day prior to the rally at the Capitol in opposition to her original executive order. The revised order maintained the State Librarian's position. This position will be appointed by the State Superintendent of Education. The other change is that the Library collection will remain intact and there will be continued free accessibility to the public. The collection may still be moved to the MSU library. P. Landsberg asked if the public should still be contacting their state representatives in regards to the matter. K. Waarala stated that the emphasis from MLA will now be in regards to maintaining state aid to libraries. The historical and genealogy groups are still working at keeping the Library of Michigan building for the Michigan Historical Museum and the genealogy collection.
- (c) K. Waarala added to her report that the City will be doing reconstruction work on the Library parking lot beginning in October. She will be advising on a time that will be the least disruptive to the library patrons. B. Sebrowski asked how long the work will take. K. Waarala said it could take 1-2 weeks.
- (d) K. Waarala stated that it was decided at the AHPL Department Heads Meeting that there would be a Library Staff In-Service Day on Wednesday, November 11, 2009, Veterans Day. The Library will be closed on this day. A panel will be assembled to come in and talk to staff about dealing with frustrated patrons due to the poor economic times.
- (e) K. Waarala stated that four people have expressed interest in running for the Library Board in November. Ms. Waarala will follow up with them and remind them that October 23, 2009 is the deadline to submit an intent to run form. These candidates will be write-in candidates. Mr. Ben Sebrowski has already submitted his petition for election and will be on the ballot.

7. **Committee Reports:**

Personnel Committee: Library Director Evaluation forms were given to N. Phillips, Personnel Committee Chairperson. Mr. Phillips will compile the information and give it to Ms. Waarala at the October Library Board Meeting.

8. **New Business:**

(a) **2010 Budget:**

K. Waarala pointed out that the library will be under projected expenditures for 2009. AHPL will end 2009 \$50,000 better than expected. On the other hand, every budget line will go down for 2010. The MTT has been changed as recommended by the auditors. It is now accounted for as an accrual against revenues, taking the place of the expense account. \$103,000 is the MTT estimated accrual for 2010. K. Waarala estimated state aid at 75% of the previous year. Revenue from overdue fines will most likely increase due to increased circulation of materials. Overall, revenues will be significantly less than in the past. This will be the first year in the history of the City of Auburn Hills that property taxes will be going down.

K. Waarala proposed making the Head of Support Services position a full time position. She acknowledged that this seems to be an unlikely time to add this expenditure;

however, she has felt very strongly from first coming to AHPL that this position should be full time. It is the only department head that is not full time. K. Waarala made this recommendation with consideration given to the fact that there is a significant increase in circulation and needed patron support. K. Waarala recommended only a 2% cost of living raise for the library staff and a freeze on merit raises for this year. K. Waarala cut professional development from the budget and also professional memberships for the time being. Adult and Youth Services will be utilizing library staff skills to run programs rather than hiring outside persons. Adult Services has already been implementing this idea and they have seen an increase in attendance in their programs. K. Waarala pointed out that the 2010 budget does cut into the fund balance but still leaves the fund balance in good shape. Plante Moran recommends a 20-30% fund balance and AHPL's will be at 48%. P. Landsberg asked about the \$10,000 book donation that was given several years ago. K. Waarala stated that she believes that is the Hugh Miller donation that designates a set amount be used each year for Youth Services. The remaining balance is approximately \$3,300.

**Motion by G. Thams to approve the 2010 Library Budget as presented.
Supported by D. Rohe.**

Vote: Yes: Phillips, Rohe, Landsberg, Sanders, Thams and Sebrowski.
No: None Motion carried (6-0)

9. **Ongoing Business:**

(a) **Proposed amendment to the Library By-Laws, Article II. Section 4.**

Motion by D. Rohe to approve the amendment to the Library By-Laws, Article II. Section 4 as presented. Supported by G. Thams.

Vote: Yes: Phillips, Rohe, Landsberg, Sanders, Thams and Sebrowski.
No: None Motion carried (6-0)

10. **Adjournment:**

Motion by D. Rohe to adjourn the meeting. Supported by N. Phillips.

Vote: Yes: Phillips, Rohe, Landsberg, Sanders, Thams and Sebrowski.
No: None Motion carried (6-0)

There being no objections, the meeting was adjourned at 4:36 pm.

Submitted by:
J. Smiley, Administrative Assistant
For N. Phillips, Secretary