



# Auburn Hills Public Library

**APPROVED  
AUBURN HILLS PUBLIC LIBRARY  
MINUTES FOR June 22, 2010**

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

1. **Call to Order:** President Deanna Rohe called the meeting to order at 4:01 pm.
2. **Roll Call:** Present: Deanna Rohe, Paul Landsberg, Nelson Phillips, Ben Sebrowski, Nick Shone and VeRonica Mitchell. Also present: Nancy Buschmohle, City Treasurer, Stephanie Trotter and Dave Helisek, Plante & Moran auditors, Karrie Waarala, Library Director and Jean Smiley, Library Administrative Assistant.
3. D. Rohe adjusted the agenda so that New Business items (a) Audit Presentation by Plante & Moran and (b) Nancy Buschmohle, City Treasurer, to present the Updated City Investment Policy to the Library Board, be moved to the beginning of the meeting with N. Buschmohle's presentation going first. Ms. Rohe also added the following under Ongoing Business: (a) Recommendations for documentation of donations to the Library
4. **Approval of minutes from previous meeting:**

**Motion by B. Sebrowski to approve the Library Board meeting minutes of May 25, 2010. Supported by P. Landsberg.**

Vote: Yes: Rohe, Landsberg, Philips, Sebrowski, Shone and Mitchell  
No: None Motion carried (6-0)

**5. Updated City Investment Policy**

(a) Nancy Buschmohle, City Treasurer, presented the updated City Investment Policy. In accordance with Public Act 20 of 1943, the updated City Investment Policy must be presented and approved by all authorities within the City, including the Library Board of Trustees. V. Mitchell inquired why the policy was amended by the City in November of 2009 and is just now coming before the Library Board. Ms. Buschmohle stated that she is newly appointed to the Treasurer's position and is just now doing the presentations to the appropriate authorities.

**Motion by P. Landsberg to approve the updated City Investment Policy as presented.  
Supported by N. Phillips.**

Vote: Yes: Rohe, Landsberg, Philips, Sebrowski, Shone and Mitchell  
No: None Motion carried (6-0)

**6. Plante & Moran Audit Report**

Stephanie Trotter and Dave Helisek presented to the Library Board.

- Ms. Trotter stated that AHPL had achieved the highest rank in regards to its healthy financial audit.
- Mr. Helisek stated that the Library had made great strides in reporting fixed asset depreciation and encouraged the Library to complete the task.
- Mr. Helisek brought to the Board's attention GASB issued Statement No. 54, Fund Balance Reporting and Governmental Fund-type Definitions. Under this standard, the fund balance classifications of reserved, designated, and unreserved will be replaced with nonspendable, restricted, committed, assigned, and unassigned. Because of the magnitude of the changes, Plante & Moran strongly urges the Library to begin the analysis and planning considerations that may be required under this standard.
- The decrease of housing value and taxable value will have a significant effect on the Library. Projections for next year are a decrease of 2.3% and a decrease of 12-14% for 2012. This will be a 12-14% decrease in property tax revenue. Multiple year planning is recommended.

**7. Financial Officer's Report:**

(a) Financial Officer B. Sebrowski reported that as of May 31, 2010 Total assets are \$1,692,884. Total liabilities are \$112,498. Total liabilities and fund balance is \$1,692,884. Total revenues YTD are \$1,372,435. Total expenditures YTD are \$580,550. Fund balance YTD is \$1,580,386.

**8. Public Comments: None**

**9. Library Director's Report: K. Waarala asked if there were any questions regarding her written report that was included in the Board packets. There were no questions.**

Ms. Waarala added the following to her report:

- Ms. Waarala reported that the youth staff did a phenomenal job with the 2010 Summer Reading Kick Off. Close to 400 people attended. Participation numbers are up from last year.
- Ms. Waarala heard from Paul McCann, Chairman of the TLN Steering Committee for the 2013 Vision Committee. The committee may be postponed. He will keep Ms. Waarala in the loop and there will be more to report at the July Board meeting.
- Ms. Waarala will be on vacation July 8-20, 2010. Linda Coleman will be in charge of the Library and Ms. Waarala will leave emergency numbers for access if needed.

10. **Ongoing Business:**

(a) Discussion of recommendations for documentation of donated items to the Library. Ms. Waarala would like to see a digital frame presentation of the donated physical items with recognition of their origin. Books would not be included. Books are recognized with a book plate in the book. Ms. Waarala also suggested that the frame be a donation in itself from the Friends of the Library group. Ms. Waarala will provide a wish list with the digital frame to the Friends of the Library. The Library Director will make the decision of which current and future items will go into the display with reports to the Library Board.

**Motion by P. Landsberg to use digital photo documentation of large items donated to the Library to be displayed by a digital picture frame. Supported by B. Sebrowski.**

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

11. **New Business:**

(c) Discussion of Library closing at 5:00pm on August 3, 2010  
The National Night out occurs on August 3. The Library has been invited to participate in this event. Considering that it is also a primary election and the ongoing road construction makes access to the City campus difficult, Ms. Waarala is recommending that the Library close by 5:00pm in order ease parking issues.

**Motion by N. Shone to close the Library at 5:00pm on August 3, 2010. Supported by V. Mitchell.**

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

(d) P. Landsberg suggested that the Library investigate having a consultant come in for long range strategy planning. K. Waarala stated that a consultant would need to be Library specific. D. Rohe suggested that Ms. Waarala research who is out there and what the cost would be. Ms. Rohe asked for this issue to be an August agenda item.

12. **Adjournment:**

**Motion by B. Sebrowski to adjourn the meeting. Supported by P. Landsberg.**

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

**There being no objections, the meeting was adjourned at 5:03 pm.**

Submitted by:  
J. Smiley, Administrative Assistant  
For P. Landsberg, Secretary