



Auburn Hills Public Library

**APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR August 24, 2010**

Location: Small 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 3:58 pm.
2. **Roll Call:** Present: Deanna Rohe, Paul Landsberg, Ben Sebrowski, Nick Shone and VeRonica Mitchell. Also present: Karrie Waarala, Library Director and Jean Smiley, Library Administrative Assistant.
3. **Approval of minutes from previous meeting:**

Motion by P. Landsberg to approve the Library Board meeting minutes of July 22, 2010. Supported by V. Mitchell.

The following two corrections were made to the minutes under Library Director's Report:

- An extra *the* was removed before the word September
- A space was added after 23

Vote: Yes: Rohe, Landsberg, Sebrowski, Shone and Mitchell

No: None

Motion carried (5-0)

4. **Financial Officer's Report:**
 - (a) Financial Officer B. Sebrowski reported that as of July 31, 2010 Total assets are \$1,481, 263. Total liabilities are \$161,627. Total liabilities and fund balance is \$1,481,263. Total revenues YTD are \$1,320,180. Total expenditures YTD are \$789,045. Fund balance YTD is \$1,319,636.

D. Rohe added two items to New Business:

 - Discussion of memorial donation
 - Appointment of a Library Board position
5. **Public Comments:** None
6. **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 comments or questions.
Ms. Waarala added the following to her written report:

(d) Discussion of Long Range Planning Strategy

K. Waarala inquired with other libraries as to who they use for long range planning. One library said they started from the inside out: first the staff, library board, focus groups, etc. The strength of the planning was saving time and money. Ms. Waarala stated that the Library has no budget money to spend on strategic planning. D. Rohe suggested a group of staff, board members, and community members as a starting point for hearing different perspectives. P. Landsberg stated that he thought outside advice is important. Ms. Waarala suggested that it could be frustrating to the staff, Board and the public to look 5 years out for planning with no monetary means to make it happen at this time. N. Shone agreed that an outside individual is good and volunteered to make a contact within the next week with an individual who might provide his services for free. Ms. Waarala said she would bring the matter up at the staff in-service on October 11, giving the staff an opportunity to talk about future planning and the possibility of meeting with the Board to share ideas at another in-service.

(e) Discussion of Memorial Donation for Nelson Phillips

Mr. Phillips' family requested that donations be made to the Hillberry Theatre in memory of Nelson Phillips. The Library Board agreed to donate \$75.00.

(f) Discussion regarding filling the Board position that will end November 2011

The position may either be posted or appointed. The Board agreed to post the position for two weeks. B. Sebrowski suggested that waiting at least two weeks before posting would be more appropriate. The position will be posted the second week of September. Possible candidates will be discussed at the September Board meeting.

(g) Director's Evaluation Form

Each Board member was given a copy of the Director's Evaluation Form in the Board packets. They will be filled out and returned to D. Rohe at the September Board Meeting. Ms. Rohe will compile the data, give Ms. Waarala a copy and it will be discussed at the October Board meeting.

9. **Adjournment:**

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

Vote: Yes: Rohe, Landsberg, Sebrowski, Shone and Mitchell

No: None

Motion carried (5-0)

There being no objections, the meeting was adjourned at 5:22 pm.

Submitted by:

J. Smiley, Administrative Assistant

For P. Landsberg, Secretary