



Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR September 28, 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. Also present: Karrie Waarala, Library Director. Arrived late: VeRonica Mitchell
3. **Approval of minutes from previous meeting:**

Motion by P. Landsberg to approve the Library Board meeting minutes of August 24, 2010. Supported by N. Shone.

Vote: Yes: Rohe, Landsberg, Sebrowski, Shone
No: None

Motion carried (4-0)

4. **Financial Officer's Report:**
(a) Financial Officer B. Sebrowski reported that as of August 31, 2010 Total assets are \$1,402,869. Total liabilities are \$169,749. Total liabilities and fund balance is \$1,402,869. Total revenues YTD are \$1,346,391. Total expenditures YTD are \$901,773. Fund balance YTD is \$1,233,120.
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 referred to J. Smiley, Administrative Assistant being absent because of her attendance at the City of Auburn Hills High Performance Organization Training. Ms. Waarala stated that Ms. Smiley was chosen to attend because she is a central person for the library staff and is an underutilized resource for the Library. Ms. Waarala stated that Ms. Smiley would be a great asset to the Library as a project manager if the need arose.
 - Friends of the Library bookshelves were installed in the upper level alcove. The Friends will now be responsible for the ongoing used book sales.
 - The Friends of the Library will be holding their required annual meeting on November 11, 2010 at 7:00 pm in the large meeting room. Officers will be elected at the meeting. All members are welcome as well as the general public. A speaker will be provided.

- Ms. Waarala updated the Board regarding long range planning. N. Shone's contact, Dan Walker, met with Ms. Waarala. Mr. Walker usually works with non-profits such as churches or university alumni associations. Strategic planning specifically for libraries was discussed. Mr. Walker would be a consideration for facilitating long range strategies for AHPL in the future.

7. **Ongoing Business:**

(a) Repair of Geochron

N. Shone investigated the repairing of the Geochron. There is still a manufacturer of Geochron that could supply parts and a service manual. Estimated, preliminary costs would be under \$100.00. Mr. Shone believes he could get the cost of parts donated and Mr. Shone would do the labor on the Geochron. P. Landsberg suggested sending communication to Mr. Cooper letting him know that the Geochron would be repaired and that perhaps he would like to contribute to the cost of the repair since it will be minimal.

The Board called a recess at 4:10 pm. VeRonica Mitchell arrived at 4:15 pm.

D. Rohe asked for a motion to close the regular meeting so that the Board could go into Executive Session to discuss a personnel matter.

Motion by B. Sebrowski. Support by P. Landsberg.

Vote: Yes: Rohe, Landsberg, Sebrowski, Shone and Mitchell
No: None

Motion carried (5-0)

D. Rohe asked for a motion to open the public session of the Board meeting.

Motion by P. Landsberg. Supported by B. Sebrowski.

Vote: Yes: Rohe, Landsberg, Sebrowski, Shone and Mitchell
No: None

Motion carried (5-0)

8. **New Business:**

D. Rohe suggested contacting Hartzell-Mika Consulting, LLC to begin a Director search.

B. Sebrowski asked if there was budgeted money to conduct the search.

K. Waarala stated that the original 2010 budget did not allow for the search costs; however, a midyear budget adjustment can be made.

The Board discussed using Hartzell-Mika due to the expediency of the matter. V. Mitchell requested that other sources be investigated in order to compare cost. D. Rohe will contact Harzell-Milka and ask for an estimated cost in light of the current budget constraints.

9. **Ongoing Business Continued:**

(b) Discussion of Long Range Planning:

The discussion of long range planning was tabled for a future meeting

(c) The approval of the 2011 Library Budget:

Options from the Director's memo were discussed and it was decided that the final budget approval will take place at the next Board meeting.

(d) Discussion of the Board vacancy:

K. Waarala presented the Board with the correspondence from the one candidate who has contacted her regarding the Board vacancy. Ms. Waarala will invite the candidate to the next Board meeting for the Board to discuss the vacancy.

The Board discussed rescheduling the October 26 meeting to October 20 and leaving October 26 open in case an additional meeting is necessary. A final decision will be made after contacting a search consultant and coordinating dates.

10. **Adjournment:**

Motion by B. Sebrowski to adjourn the meeting. Supported by N. Shone.

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

No: None

Motion carried (5-0)

There being no objections, the meeting was adjourned at 6:11 pm.

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