



## Auburn Hills Public Library

**APPROVED  
AUBURN HILLS PUBLIC LIBRARY  
MINUTES FOR October 20, 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 4:59 pm.
2. **Roll Call:** Present: Deanna Rohe, Ben Sebrowski, Nick Shone and VeRonica Mitchell. Also present: Karrie Waarala, Library Director and Jean Smiley, Administrative Assistant. Also present: Mary Do DeMeulemeester, a member of the public. Absent due to illness: Paul Landsberg

3. **Approval of minutes from previous meeting:**

**Motion by B. Sebrowski to approve the Library Board meeting minutes of September 28, 2010. Supported by N. Shone.**

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

Motion carried (4-0)

**Motion by N. Shone to approve the Library Board Special Meeting minutes of October 6, 2010. Supported by B. Sebrowski.**

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

Motion carried (4-0)

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

(a) Financial Officer B. Sebrowski reported that as of September 30, 2010 Total assets are \$1,267,722. Total liabilities are \$186,325. Total liabilities and fund balance is \$1,267,722. Total revenues YTD are \$1,325,357. Total expenditures YTD are \$1,032,462. Fund balance YTD is \$1,081,397.

5. **Hartzell-Mika Consultants, LLC.**

- Distributed and discussed the surveys that were given to the Board and staff
- Overviewed the Job Description for the Director of the Auburn Hills Public Library
- Distributed the Director's position advertisement
- Discussed the time line for the Director search

D. Rohe asked the Board to look at calendars and get back to her so that meetings can be set up.

6. **Public Comments:**

D. Rohe recognized Mary Do DeMeulemeester as a potential Board member.

Ms. DeMeulemeester presented her resume to the Board.

The Board asked several questions of Ms. DeMeulemeester:

- D. Rohe asked what made Ms. Demeulemeester decide to be a member of the Library Board. Ms. Demeulemeester stated that upon hearing about the open position, she thought she would like to give back to the Library.
- Ms Rohe asked if she were available at 4pm on Tuesdays for Board meetings.
- V. Mitchell asked what aspect of the Library she uses most often. Ms. Demeulemeester stated that she mostly uses books and occasionally magazines.
- B. Sebrowski asked Ms. Demeulemeester if she had ever served on a Board before. Ms. Demeulemeester stated that she had served on the school board, church committees and home owners associations.
- D. Rohe asked Ms. Demeulemeester if there was any specific direction that she would like to see the Library take. Ms. Demeulemeester said that she has been intrigued by the opportunity to download books and sees the opportunity to educate the public more in this area.

Ms. Rohe informed Ms. Demeulemeester that she would be calling her the next day to let her know the Board's decision regarding the Board position.

7. **Library Director's Report:** K. Waarala asked if there were any questions regarding her written report that was included in the Board packets.

Ms. Mitchell asked who the speaker for the Friends of the Library Annual Meeting will be.

Ms. Waarala stated that originally the speaker was the Oakland University Outreach Librarian; however, she is on medical leave at this time. Ms. Waarala may be the speaker for this year's meeting.

- Ms. Waarala pointed out the restructuring of the Michigan Library Association included in her report.
- DPW will be installing new outside doors early in November. The public will be rerouted to the side entrance for one day.
- The Friends of the Library made roughly \$2000 at the October book sale.

8. **Ongoing Business:**

(a) Approval of 2011 Library Budget

K. Waarala presented the final figures with the different salary options that were discussed at the September Board meeting. Ms. Waarala stated that she had discussed the options with the Library department heads. Ms. Waarala presented the Board with additional cuts that the Library department heads had proposed. The Board discussed what the final budget would be.

**Motion by V. Mitchell to accept the following changes to the Library schedule: a total of six unpaid furlough days for full time staff; Martin Luther King Day, President's Day, Columbus Day, Veteran's Day and two additional floating furlough days, Saturday hours will now be from 12:00-5:00 pm and the Library will be closed the day after Thanksgiving.**

**Support by B. Sebrowski**

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

Motion carried (4-0)

K. Waarala stated that the budget will now reflect an additional savings in salaries of approximately \$11,000. The Library schedule changes will go into effect in 2011. A final written budget reflecting these changes will be in the next Board meeting packets.

**Motion by B. Sebrowski to approve 2011 budget with additional cuts.  
Support by V. Mitchell.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

**Motion by N. Shone to close the Library November 26, 2010.  
Support by V. Mitchell.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

The new Library schedule will be posted to the public as soon as possible via the electronic newsletter, signs on the door and the TLN list serve.

**Motion by B. Sebrowski to close the public Board meeting and go into Executive Session for personnel issues. Support by N. Shone.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

**Motion by V. Mitchell to open the public Board meeting. Support by N. Shone.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

**9. New Business:**

(a) Review of Director Interview Questions:

D. Rohe asked the Board to review the current questions, make any additions and determine which ones they would be interested in asking and return the requests to her at the November Board meeting. J. Smiley will compile the questions into a packet. Each Board member will have one set of questions per candidate.

**Motion by B. Sebrowski to graciously decline the offer posted by the Rochester Public Library for collaboration. Supported by N. Shone.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

**Motion by N. Shone to accept Mary Do DeMeulemeester as the new Board member.  
Support by V. Mitchell.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

**Motion by N. Shone to hire K. Waarala as part time from November 12 until  
December 17. Support by B. Sebrowski.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

**Motion by V. Mitchell to cancel the Library Board meeting of October 26, 2010.  
Support by N. Shone.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

10. **Ongoing Business:**

11. **Adjournment:**

**Motion by V. Mitchell to adjourn the meeting. Supported by B. Sebrowski.**

Vote: Yes: Rohe, Sebrowski, Shone and Mitchell  
No: None Motion carried (4-0)

**There being no objections, the meeting was adjourned at 6:34 pm.**

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