

- V. Mitchell asked that Toni Whitley's name be placed in the roll call of the minutes of July 26, 2011 and it be noted that she arrived late.

Motion by M. Demeulemeester to accept the minutes from July 26, 2011 with the above correction.

Supported by V. Mitchell.

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

5. Financial Officer's Report:

(a) Financial Officer M. Demeulemeester reported that as of ~~June 30~~ July 31, 2011 Total assets are \$1,401,345. Total liabilities are \$297,623. Total liabilities and fund balance is \$1,401,345. Total revenues YTD are \$1,152,071. Total expenditures YTD are \$733,168. Fund balance YTD is \$1,103,722.

6. Public Comments: None

7. Library Director's Report: Library Director, Stephanie McCoy asked if there were any questions or comments concerning her written report.

- V. Mitchell asked for clarification concerning the need for a primary election.
S. McCoy verified that she has inquired with the City Attorney and is awaiting a response.

9. Ongoing Business:

(a) Discussion of Code of Conduct Policy

**Motion by Nick Shone to approve the Code of Conduct Policy as presented.
Supported by P. Landsberg.**

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

(b) Discussion of Suspension of Library Privileges Policy

1. Michigan Open Carry Law

- S. McCoy answered questions from the July Board meeting concerning the carrying of firearms and directed the Board to the insert that she had included in the Board packets, "Firearms Laws of Michigan".
- M. DeMeulemeester pointed out that "Courtesy" should be changed to "**Conduct**" in the first paragraph.
- V. Mitchell questioned the age of an individual needing a legal guardian present in the paragraph under **Banned**. "**19**" was changed to "**18**".

**Motion by P. Landsberg to approve the Suspension of Library Privileges Policy with the above changes.
Supported by M. Demeulemeester.**

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

S. McCoy asked the Board if they had any questions concerning the Appeals Procedure.

- P. Landsberg suggested that the Library Director’s written statement be sent via certified mail.

Motion by T. Whitley to approve the Appeals Procedure with the following change: under bullet point 6, it shall read: “The Library Director shall issue via certified mail a written statement including findings...”

Supported by M. Demeulemeester.

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

(c) Discussion of Study Room Policy

The first bullet point was changed to read: “The study room is available for all patrons on a walk-in, first come, first served basis for the purposes indicated above if there are no reservations and the room is not in use”.

Motion by M. Demeulemeester to approve the Study Room Policy with the above change.

Supported by N. Shone.

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

(d) Harassment and Discrimination Policy Update

S. McCoy stated, that as mentioned in the Library Director’s report, full time staff attended a mandatory Harassment and Discrimination and Drug-Free presentation. Ms. McCoy presented the Board with the Policy and stated that the part-time staff will also be viewing this presentation. Ms. McCoy stated that Library staff would report complaints to the Library Director and then to Human Resources and then to the City Attorney. Mr. Tanghe stated that if a Library staff member’s complaint was concerning the Library Director, then the complaint could be made to Mr. Tanghe, Human Resources Director.

(e) Budget 2012 Update

- S. McCoy brought to the Board’s attention the 2012 initial budget included in the Board packet. Ms. McCoy stated that at this point the Library is \$66,000 short of meeting the projected 2012 budget.
- Mr. Tanghe, Assistant City Manager addressed the Library Board concerning the 2012 budget.
- Mr. Tanghe stated that he and Ms. McCoy had met and gone over the Library budget thoroughly. The Library is already functioning with a nuts and bolts budget. The two highest expenses for the Library are books and personnel.
- Mr. Tanghe stated that there is an expected 8% reduction in revenue for 2012.
- Mr. Tanghe stated that he had made some recommendations for curbing costs to the previous director two years ago and the director’s solution was to instill furlough days.
- Revenue shortfall projected for 2014 would be reducing the fund balance by six figures each year.
- Mr. Tanghe suggested making staffing changes.
 - Incentive for early retirement
 - Full Time employees pay 20% of health benefits (would gain \$17,000 of shortfall)
 - Pay cuts across the board
 - Elimination of positions

- V. Mitchell asked Mr. Tanghe if the City was offering early retirement to other City employees. Mr. Tanghe stated that they were not because the City had seen the indicators several years ago and through attrition, eliminated staff positions.
- The Library Board discussed options for balancing the Library budget.
- V. Mitchell asked what AHPL staffing is compared to other Libraries. Ms. McCoy said she would get that information for the Library Board.

Motion by N. Shone to authorize the Library Director to offer an early retirement incentive. Support by P. Landsberg.

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

10. **New Business:**

(a) Discussion of October Board meeting date.

S. McCoy requested the October Board meeting date be moved to October 18, 2011 because she will be attending a mandatory Director's Summit on October 25, 2011.

Motion by P. Landsberg to change the Library Board meeting from October 25, 2011 to October 18, 2011. Support by T. Whitley.

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

(b) Communications: None

(c) Monthly Statistics: Tabled

(d) Update of Trustee Training by M. Demeulemeester: Tabled

M. Demeulemeester will email the update to J. Smiley so that it may be included in the September Board packet.

11. **Adjournment:**

**Motion by P. Landsberg to adjourn the meeting.
 Supported by N. Shone.**

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

There being no objections, the meeting was adjourned at 6:04 pm.