



Auburn Hills Public Library

**APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR October 18, 2011**

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

1. **Call to Order:** President Ben Sebrowski called the meeting to order at 4:00 pm.
2. **Roll Call:** Present: Ben Sebrowski, VeRonica Mitchell, Mary Do DeMeulemeester, Paul Landsberg, Nick Shone and Toni Whitley. Also present: Stephanie McCoy, Library Director and Jean Smiley, Administrative Assistant. Also present: Tom Tanghe, Assistant City Manager, Gary Barnes, City Finance Director and members of the public
3. **Acceptance of the Agenda:**

B. Sebrowski asked if there were any additions to the agenda. B. Sebrowski added to New Business (b) Adopt millage rates for 2011 tax year

**Motion by P. Landsberg to accept the agenda with the above addition.
Supported by N. Shone.**

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

4. **Approval of Board meeting minutes:**

S. McCoy pointed out that item 5. Financial Officer's Report (a), Nance should be corrected to Nancy and under 8. Ongoing Business (a), bullet point 3 the date that the Library budget is due to the City should be amended from November 1 to read December 1, 2011.

Motion by P. Landsberg to accept the minutes from September 27, 2011 with the above changes. Supported by M. DeMeulemeester

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

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

Financial Officer M. DeMeulemeester reported that as of September 30, 2011 Total assets are \$1,204,440. Total liabilities are \$289,360. Total liabilities and fund balance is \$1,204,440. Total revenues YTD are \$1,185,465. Total expenditures YTD are \$955,204. Fund balance YTD is \$915,080.

6. **Public Comments:** Don Ingersoll, a member of the public, thanked the Library Board for their service.

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

- N. Shone stated that receiving the electronic copy of the Board packet was very helpful and suggested that in order to save time and money, the packets are sent electronically in the future. M. DeMeulemeester suggested that a hard copy still be sent to those who are unable to receive them electronically. M. DeMeulemeester also suggested that any hard copies would be double sided. S. McCoy will contact each Board member and ask what his/her preference is for the Board packet.
- S. McCoy attended 2011 mandatory Advanced Director's Workshop sponsored by the Library of Michigan and offered to scan and email the report from the workshop to Library Board members.

8. **Ongoing Business:**

(a) 2012 Budget—Tom Tanghe Presentation

Mr. Tanghe stated that he and Mr. Barnes were present at the Board meeting to be a resource for Ms. McCoy as she discussed the 2012 Library budget with the Board.

- Ms. McCoy thanked Mr. Barnes for his oversight and asked him to explain the changes that had been recently made to the budget items from the City.
- Mr. Landsberg asked for clarification on the millage adoption. Ms. McCoy stated that .7 of a mill is being used currently and that if an increase were necessary, it would have to be on a ballot for election.
- T. Tanghe stated that the budget has a very different picture than a month ago in light of the early retirement package being accepted by one employee. He also noted the 20% health care contribution that is now required by law. Mr. Tanghe stated that the other things that could be done if further action is needed: 1. Full time employees converting to part time status 2. Reduction in pay or at very least a pay freeze. 3. Reducing hours of Library operation. Mr. Tanghe also suggested that 2012 could be an indication as to what may need to be adjusted for 2013.
- G. Barnes reported on the budget summary for 2011/2012
- M. DeMeulemeester thanked Mr. Tanghe and Mr. Barnes and the City staff for all the assistance that has been provided to the Library.
- Mr. Tanghe commended S. McCoy for her diligence in seeking a solution to the budget issues.
- Mr. Tanghe and Mr. Barnes dismissed themselves from the meeting.
- S. McCoy stated that she has developed the next steps for the budget. She would like to wait out the deadline for the early retirement incentive and suggested a special meeting for November 7, 2011 for the Board to approve the 2012 budget

**Motion by V. Mitchell to call a special meeting for November 7, 2011 at 4:30 pm
Support by N. Shone**

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

**Motion by M. DeMeulemeester to amend the previous motion to include the purpose of the meeting which is to approve the 2012 Library Budget.
Support by P. Landsberg**

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

- V. Mitchell stated that she would not be comfortable using any fund balance and would like to see training of staff re-implemented
- S. McCoy stated that she would be emailing the Board a revised budget proposal next week.
- B. Sebrowski stated that he appreciated the list of staff suggestions for the budget and cost cutting measures
- V. Mitchell stated that in regards to the 20% health care contribution, she feels that staff is already taking a pay cut and is against any additional pay cut.

(b) Discussion of Meeting Room Policy

The Board discussed the revision draft of the meeting room policy and made a few changes. A revised draft will be presented to the Board at the November 22, 2011 Board meeting for discussion and approval.

9. **New Business:**

(a) Recognition of potential Board candidates

S. McCoy updated the Board on the candidates that are running for the vacant Board positions in the November 8, 2011 election.

(b) Adoption of 2011 millage rates

S. McCoy informed the Board that the City Council stated that it is mandatory that the millage rates be officially approved by the Library Board before the Library budget is approved.

Motion by N. Shone to adopt the 2011 millage rate of .7041. Supported by V. Mitchell.

Discussion: M. DeMeulemeester inquired as to why this needed to be done.

V. Mitchell clarified that the governing body must vote to approve each year as a requirement.

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

- M. DeMeulemeester inquired about the insurance claim for the leak in the Library. S. McCoy stated that she inquired with G. Barnes and J. Gandolfi, Risk Manager of John Gandolfi Agency Inc. Mr. Gandolfi stated that he would see if the Library has coverage in this situation. S. McCoy will fill out an insurance claim and submit it.
- M. DeMeulemeester inquired about the Library building lease. S. McCoy stated that the City is looking for the documentation

10. **Adjournment:**

Motion by V. Mitchell to adjourn the meeting. Supported by M. DeMeulemeester.

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

There being no objections, the meeting was adjourned at 5:19 pm.

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