



Auburn Hills Public Library

APPROVED

AUBURN HILLS PUBLIC LIBRARY MINUTES FOR December 13, 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, Nick Shone, Mary Do DeMeulemeester and Angela River.
Also present: Stephanie McCoy, Library Director, Jean Smiley, Administrative Assistant and members of the public. Absent: Toni Whitley excused.

3. **Acceptance of the Agenda:**

**Motion by N. Shone to accept the agenda as presented.
Supported by V. Mitchell.**

Vote: Yes: Sebrowski, Mitchell, Shone, DeMeulemeester and River
No: None Motion carried (5-0)

4. **Approval of minutes from November 22, 2011**

V. Mitchell suggested that item 4. **New Business**, bullet point 2, be changed to read: Assistant City Manager and acting City Clerk, Tom Tanghe.

Motion by M. DeMeulemeester to approve the minutes of November 22, 2011 with the above change. Supported by A. River.

Vote: Yes: Sebrowski, Mitchell, Shone, DeMeulemeester and River
No: None Motion carried (5-0)

5. **Financial Officers Report**

Financial Officer, M. DeMeulemeester reported that as of November 30, 2011 Total assets are \$958,974. Total liabilities are \$262,302. Total liabilities and fund balance is \$958,974. Total revenues YTD are \$1,199,146. Total expenditures YTD are \$1,187,292. Fund balance YTD is \$696,672.

6. **Public Comments**

President, Ben Sebrowski read the protocol for public comments: "The Library Board of Trustees welcomes public comments; speakers will have a maximum of five (5) minutes to address the Board. Each speaker shall state name and address for the record before making comments. Comments requiring a response from the Board will be addressed in writing within two (2) weeks of the meeting at which they were made."

- B. Sebrowski state that with the upcoming holiday, the written response may be three (3) weeks.
- Jessica Bolton on Robert Court presented the Board and members of the public with written statements and questions.
 - Jessica Hamer on 2319 Hempstead stated that she enjoys Auburn Hills Public Library and wants to keep the convenience of coming in on Fridays.

8. **Library Director's Report:**

- S. McCoy stated that a false fire alarm occurred on November 14, 2011. The staff responded accordingly and the alarm procedure was updated per the Fire Department's suggestions.
- S. McCoy recognized the thank you note from Community Services to AHPL Youth Services for their participation in "The Halloween Trail".
- M. DeMeulemeester commended the staff for their quick response to the fire drill. S. McCoy stated that the Library, along with all City Departments, does undergo regularly scheduled fire drills per the fire department.
- S. McCoy presented the Board with a new organization chart for the Library staff.
- S. McCoy stated that she had posted the opening for a Technology Support Intern at Oakland University and she would be posting for permanent part-time Technology Support with The Library Network (TLN).

President Ben Sebrowski asked if there were any further questions regarding the Library Director's Report.

9. **Ongoing Business:**

(a) Meeting Room Policy

S. McCoy stated that a Draft Meeting Room Policy was sent to the City Attorney on December 7, 2011 with no response as of yet.

10. **New Business**

(a) Director's Evaluation Discussion

- B. Sebrowski presented the Board with the Library Director's Evaluation Form and explained the process as follows:
 - Two months prior to the Director's one year anniversary, the form is given to the Board.
 - The Board fills out the form and returns it at the next Board meeting to the Board President
 - The Board President compiles the evaluation data into a single document for the Library Director
 - The month of the Library Director's hire anniversary, the Board will present the Library Director with the completed evaluation.
 - The Library Director will choose whether or not the Board will go into Executive Session for the evaluation.
- M. DeMeulemeester suggested that the Library Director perform a self-evaluation as well as a staff evaluation.
- The Board discussed this option.
- V. Mitchell suggested that the 360 as well as the self-evaluation approach can be useful; however, Ms. Mitchell suggested that because of time restrictions, the Board would look at changing the Director Evaluation process for 2012/2013.
- B. Sebrowski suggested that Board members contact Ms. McCoy if they have specific questions of her while completing the Director Evaluation.
- B. Sebrowski requested that Director Evaluation Process be added to the January, 2012 Library Board meeting agenda.

(b) Communications

- B. Sebrowski received an email correspondence with concerns addressing the Library closing on Fridays. Mr. Sebrowski responded to the email.
- V. Mitchell thanked the Board for their dedication, concern and positive attitude in the past year.

10. **Adjournment:**

Motion by V. Mitchell to adjourn the meeting. Supported by A. River.

Vote: Yes: Sebrowski, Mitchell, Shone, DeMeulemeester, and River

No: None

Motion carried (5-0)

There being no objections, the meeting was adjourned at 4:45 pm.

Submitted by:

J. Smiley, Administrative Assistant

on behalf of the Library Board Vice President, V. Mitchell