



Auburn Hills Public Library

APPROVED

MINUTES FOR December 11, 2012

Location: Council Chambers, City Hall
1827 N. Squirrel Road
Auburn Hills, Michigan 48326

1. Call to Order: President VeRonica Mitchell called the meeting to order at 4:30 p.m.

2. Roll Call: Present: VeRonica Mitchell, Angela River, Tina Spurlin, Toni Whitley
Also Present: Linda Coleman, Library Operations Coordinator
Absent: Stephanie McCoy, Library Director

3. Acceptance of the Agenda:

**Moved by T. Whitley to approve the agenda.
Supported by T. Spurlin.**

**Vote: Yes: Mitchell, River, Spurlin, Whitley
No: None**

Motion Carried (4-0)

4. Approval of Board minutes from November 27, 2012

**Moved by T. Spurlin to approve the minutes of November 27, 2012.
Supported by T. Whitley.**

**Vote: Yes: All
No: None**

Motion Carried (4-0)

5. Financial Officer's Report

T. Spurlin reported that as of November 30, 2012, total assets are \$908,257. Total liabilities are \$57,739. Total liabilities and fund balance is \$908,257. Total revenues YTD are \$1,164,237. Total expenditures YTD are \$988,702. Fund balance \$850,518.

6. Public Comments

- No public comment.

7. Library Director's Report

- Linda Coleman was present to represent the Library Director in her absence. V. Mitchell asked for feedback from the December 7th City Event. Ms. Coleman said that it was a great success. The library team was in the Den with crafts. Santa and Mrs. Clause were in the back of the building. She brought in a few friends to do music and Shari and her choir came in to do carols for about 45 minutes. Attendance was about the same as last year.
- Geek the Library is basically a community awareness program. The idea is that everyone is passionate about something. The kick off is January, they will eventually do photos with everyone with the thing that they geek. The committee is in the process of planning everything out. There will be a button giveaway; Renee will be purchasing a button machine for our event and future use. This is sponsored by the Friends. We have tee shirts etc. provided by the Bill and Melinda Gates Foundation.
- V. Mitchell asked about the EMS being called to the library. A patron walked up to the reference desk and said she didn't feel right. EMS came over and worked with her for about 30 minutes. She didn't want to go to the hospital but they said she should go. She finally left with her teenage son.

- V. Mitchell said that the revised newsletter looks great everyone agreed and said it was well done.
- The water fountain needs repair and a thank you note needs to be sent to Nick Shone for his help with the Geochron.
- Linda will be moving to an office in the New Year.
- Holiday chocolate candy program was popular so a suggestion was made for an additional program date to be added. Linda stated that they will be back in February.

8. Ongoing Business:

(a) Personnel Policies

1. Disciplinary Action Policy

(a) Form

- There are a couple of questions V. Mitchell had and suggested waiting for the Library Director to return to do the policy approval. A. River stated that she felt comfortable voting on the form itself.

Moved by A. River to accept the Notice of Disciplinary Action Form

Supported by T. Spurlin

Vote: Yes: Mitchell, River, Whitley, Spurlin

No: None

Motion Carried (4-0)

(b) Legal Council

1. Engagement Letter – All

There is additional information forthcoming T. Whitley has spoken to Butzel Long P.C. in Bloomfield Hills and **Serafini, Michalowski, Derkacz & Associates PC** in Sterling Heights and both will be putting together surveys to send out to see what is needed.

A. River also has additional forthcoming information to add regarding attorney engagement letters.

V. Mitchell stated that in lieu of receiving more information, the subject can be revisited in January.

(c) Board Rules of Order Document – Moved to January 22, 2013

(d) Application for library Board Appointment – Moved to January 22, 2013

(e) Performance Appraisal Ad Hoc Committee

V. Mitchell and A. River have been working on reviewing the process of the performance appraisal for the Library Director. They have been looking at incorporating feedback for key staff, as well as from the Director. They want to look at assessing the appraisal in the second quarter. This should be divided into two implementation stages. It will be an improved process, be more comprehensive and contain goals. The current process is that each person would get a questionnaire with 31 questions and rate the Director based on the performance. It is then shared with the Director in a meeting. This current process is not time consuming, allows for highlights of key performance factors, and enables dialogue. However, it doesn't enable goal setting, staff or community input, doesn't include a self assessment, and overlooks some city and community work the Director may be doing.

Stage Two Revision: The recommendations are to revisit the mission statement of the library and/or develop a vision statement. The recommendation was made to implement an Ad Hoc Committee which would include two trustee members, the Library Director, a staff member, and a representative from the Friend's group.

A recommendation was made to only have one trustee and two Friends until additional board members are in place, which may not be until second quarter 2013.

A recommendation was also made to add attainable goals that can be accomplished within a 12 month period. This included the suggestion that the board assigns a goal and the Director chooses one also.

There will be a streamlining of the questions that the board would be asking going from 31 to 23 questions with the potential for once individual question per board member.

Staff input would also be considered as a part of the process, prior to the review.

An online anonymous survey would be a good way to do this. This could be used with the patrons and staff.

Recommended performance appraisal questions to remove:

“Maintains a friendly attitude and courteous manner with the board” - Can be removed; already addressed.

“Facilitates the decision making process with the Board” – Not necessary.

“Displays good judgment in business transactions” – Addressed in questions 1, 2,& 4

“Maintains a smooth running facility” – Seems ambiguous.

“Speaks and writes professionally” – Addressed under personal and professional attributes.

“Plans well in advance” – Doesn’t seem specific enough and already addressed.

“Represents the library in a positive, professional manner” - Already addressed under personal and professional attributes.

“Maintains visibility to community and patrons” - Seems redundant.

9. New Business:

(a) Dan Brisson, Manager of Facilities and Roads – 2013 Library Cleaning Service Proposal

We currently have 5 full time custodial employees and are considering bringing in a cleaning service to do the cleaning of the Library. The only problem would be in case of a cleaning emergency but the city could manage to take care of that. Currently we are looking at contracting cleaning services. Other communities have said it is successful if you find the right company. The city would continue to provide the equipment, products, etc. It would simply be utilizing the services. We will be sending out a bid to secure pricing. We will be giving the Director the information once it is received.

A. River asked several questions which resulted in the following responses.

Currently we staff cleaning 6:00 am – 2:30 pm in the building Monday through Friday, this would remain the same. The products the city uses are better quality and safer, they are ready mixed. We get great comments on the quality of the paper products, etc. we are currently trying to go to a higher level of touch less systems.

A building of this size could probably be cleaned with a service at about \$30K where as with an employee you are looking at probably \$70K with salary, benefits, etc. So the savings could be significant. We are looking at a 1 year bid with the potential of additional year renewal. It will be a based on Troy’s agreement as a model, which includes back ground checks, and same process as with our city workers, etc. Also the person would have to comply with all laws, not be subcontracted out, etc.

V. Mitchell asked why the library was chosen for the pilot building. The other building have sensitive areas, like the police, etc. it seemed the easier building to do. Mr. Brisson would rely on the Police department for screening.

V. Mitchell asked about the concern with the security for the building as well as the cost saving associated with it. She mentioned that there is an administrative service we currently pay the city so the library would expect to see the savings reflected. Mr. Brisson stated that Gary Burns would be the one to deal with that.

A. River asked for a bonded company to be provided because of the materials in the library.

The City of Troy did recommend a company and have now had success with this type of set up.

Mr. Brisson will keep the Director posted as the bids come in late January or February.

(b) Court Reporter/Stenographer – Update – Moved to January 22, 2013

(c) Communications, Comments and Concerns

(1) 2013 Library Board of Officers and Contact Information – Accepted

(2) 2013 Library Board Meeting Dates – Accepted

V. Mitchell attend the December 3rd City Council Workshop. They wanted to potential expand the city’s town hall meetings to include the Library. She will keep the board informed of any updates concerning this.

10. Adjournment:

Moved by Ms. River to adjourn the meeting at 5:36 p.m.

Library Board Minutes – December 11, 2012

Supported by T. Spurlin.

Vote: Yes: Mitchell, River, Whitley, Spurlin

No: None

Motion Carried (4-0)

Respectively Submitted,

Kathleen Novak (Recorded)

Shari Stephens (Transcribed)