

Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
SPECIAL MEETING MINUTES FOR August 28, 2012

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 4:40 p.m.
- 2. Roll Call:** Present: Ben Sebrowski, VeRonica Mitchell, Toni Whitley, Angela River
Absent: None
Also Present: Stephanie McCoy, Library Director
Guests: 0

3. Acceptance of the Agenda:

Moved by Ms. River to accept the agenda as presented.

Supported by Ms. Mitchell.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

4. Approval of Special Board Minutes from July 24, 2012:

Moved by President Sebrowski to approve the minutes of Special Meeting Minutes from July 24, 2012 as submitted.

Supported by Ms. River.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

5. Ongoing Business

Interview for Board Vacancy – Term Ending November 2017

Library Director McCoy introduced Reanna Douglas.

President Sebrowski explained this position is to fill a vacated seat.

Reanna Douglas

1. President Sebrowski: Please tell us about yourself.

Ms. Douglas: Explained she is a senior at OU, and attended on a full-ride scholarship awarded by the City. She is involved in many activities and a few of her favorites are lacrosse (being the head coach for Lake Orion Junior Varsity Lacrosse Team), interned for Judge Colleen O'Brien, she is a member of a few honor societies, lived in the school dormitories and recently moved in with her grandfather who has had hip replacement surgery, will be applying to law school at Wayne State University, and she also sits on the City's TIFA Board as secretary. Currently she sits on the Historical Society Board and is the recording secretary for that board. .

2. Ms. Mitchell: Are you currently a user of the Auburn Hills Public Library?

Ms. Douglas: Since living across the street, she frequently used the library for studying. This Library is much quieter and more warm and homey than OU library. She and her grandmother used the Library many times while she was growing up.

3. Ms. Whitley: Are you a registered voter?

Ms. Douglas: Yes, she comes from a very active and political family and that was on her list once she turned 18.

4. Ms. River: Tell us why you would like to serve on the Library Board and how your schedule will accommodate the time needed?

Ms. Douglas: Noted her schedule is very busy, but after speaking with Director McCoy and learning meetings are held on Tuesday, the one day she has an open schedule. Her understanding of the Library Board is to develop and implement policies and having business classes including budgeting, finance, accounting, she thought this would be a good way to implement those things she learned. She would like to give back to the community.

5. President Sebrowski decided question 5 was answered and continued to question 6. (Describe your experience and background that is relevant to serving on Auburn Hills Public Library Board and what would make you an effective Board member.)

6. President Sebrowski: How would you keep abreast of Auburn Hills Public Library services and promote these services with the community and legislators?

Ms. Douglas: Networking is key; knowing what to say and when to say it is important; being able to promote something and back it; being informed and to know the goals and accomplishments and how to convey to the upper echelon.

7. Ms. Mitchell: What would be your greatest strength that you can bring to Auburn Hills Public Library?

Ms. Douglas: A diverse opinion and a young perspective, being a student exposed to different ideas.

8. Ms. Whitley: What do you see as the role of the Library Board?

Ms. Douglas: To work with the Director, be fiscally responsible, follow the policies that have been developed, be an advocate for the Library.

9. Ms. River: Is there any particular area of the library's operation that interests you?

Ms. Douglas: She has always wanted to be a judge, study law, which would allow for public service.

10. President Sebrowski: As library services evolve, what traditional services should be kept? How should a library adapt to new technologies and patron expectations?

Ms. Douglas: Technology is good and should keep it growing; however, real books should always be available and to offer what Library patrons want to see in their library. There should be wide and diverse services offered-- the traditional and new.

11. Ms. Mitchell: How might you handle citizen concerns about a problem they had at the library?

Ms. Douglas: Whatever the problem, make sure it is taken to the proper person who would be able to resolve the situation.

12. Ms. Whitley: How should a Board Member respond to public concerns about material in the library?

Ms. Douglas: Check out the concern and if necessary bring the concern to the Board and a majority vote of the solution would be implemented.

13. Ms. River: For the operations of the library, how would you distinguish between the roles and responsibilities of the Board of Trustees and the Library Director?

Ms. Douglas: the Board makes the decision on behalf of the Library with the Library Director bridging the gap between the employees and the public and day-to-day operations.

14. President Sebrowski: Please discuss briefly the goals and directions that you feel should be important to this Board?

Ms. Douglas: The goal would be to continue the Library as an enjoyable resource and the direction would be to keep up with modern times and citizen's requests. Possibly surveying the public to see what services the Library could offer.

Ms. Douglas feels she has a pretty good idea of the goals and duties of the Board.

President Sebrowski explained later during the regular meeting, the Board will discuss the interviews and will have a determination of who they will offer the position to and contact will be made later during the week.

Ms. Douglas stated she will be on vacation and will return phone calls when she returns.

Library Director introduced Meco Whitaker as the next candidate.

President Sebrowski explained this position is filling a vacated seat and will be up for re-election.

1. President Sebrowski: Please tell us about yourself.

Ms. Whitaker: Introduced herself explaining she is married and has three children. She is a resident and worked at the Library for five years. She currently is a teacher in the Bloomfield School District as a kindergarten teacher, but recently found out she will be teaching in the media center. She takes every job very seriously and enjoys interacting with the public, as well as with students, teachers and parents. She enjoyed her fan base at the Halloween event when some would return to hear her read a special book. She also did a special story book time at the National Night Out as well as on Tuesday nights at the Library.

2. Ms. Mitchell: Are you currently a user of the Auburn Hills Public Library?

Ms. Whitaker stated yes, not only for her own children, but also would check out various resources for her school children that would aid her in the class room. Not only would she help those at the library with reading and looking for books, she too, is an avid reader. Her Bachelor of Arts degree is in English, she just loves to read.

3. Ms. Whitley: Are you a registered voter?

Ms. Whitaker: Yes.

4. Ms. River: Tell us why you would like to serve on the Library Board and how your schedule will accommodate the time needed?

Ms. Whitaker: She has wanted to be part of the Library Board, but working at the Library didn't allow one to be on the Library Board. When she resigned from her position in June, it opened up the door for her to be part of the Library Board with the vacated seats. With school ending at 3:30 p.m., she would be able to attend the meetings of the Board. Also, she has a great support system at home.

5. President Sebrowski: Describe your experience and background that is relevant to serving on the Auburn Hills Public Library Board and what would make you an effective Board member.

Ms. Whitaker: Currently, she is in a leadership position within the school district. You will find that she is very trustworthy and reliable. She love to do research and look for new trends, and would look forward to doing the same for the library. She is a hard worker and loves to collaborate and find out what is going on with the community, and bring that back to the Board; she is a people orientated person. She would like to bring policies and procedures, similar to those workshops that teachers have access to and best practices to help the Library Director to bring the Library to a higher level than where it currently stands. She knows people love this Library and think it is a diamond in the rough. She would like to see more things in the Library to better serve the community; it is such a diverse community. She would like to make sure the door of communication is left open for all.

6. Ms. Mitchell: How would you keep abreast of Auburn Hills Public Library services and promote these services with the community and legislators?

Ms. Whitaker: Research, research, research. To find the best policy makers in the community, the key players and find out what they want and would like to see, policy and procedures, what they may have available, what might be suited for the Library to protect itself, and the people the Library serves. Being a face for the Library.

7. Ms. Whitley: What would be your greatest strength that you can bring to Auburn Hills Public Library?

Ms. Whitaker: Reliability, when given a task, finding out how to proceed and possibly discuss with others

the best approach, and relying on others' strengths. She is very diligent, she finishes what she starts.

8. Ms. River: What do you see as the role of the Library Board?

Ms. Whitaker: Not only policy and procedure, but record keeping, financially responsible and to meet the community's needs. Whatever the Library Director brings to the table, help her, to best do her job.

9. President Sebrowski: Is there any particular area of the library's operation that interests you?

She enjoys the Library as a whole, there isn't any one part.

10. Ms. Mitchell: As library services evolve, what traditional services should be kept? What new technologies and patron expectations?

Ms. Whitaker: Hard cover books should continue to be purchased, but main stream technology should also be kept up with; both are necessary. Technology should be available to those that don't have it readily available to them.

11. Ms. Whitley: How might you handle citizen concerns about a problem they had at the library?

Ms. Whitaker: To listen and try to find out what is at the root of the problem; find out what the real issue is. Speak with other Board Members to see if there is a policy that would address the situation or is it necessary for the Board to make a decision on the issue.

12. Ms. River: How should a Board Member respond to a public concerns about material in the library?

Ms. Whitaker: There are many things that the Library would not be able to get right away, but come together as a team and decide if this is something that the Library should consider.

13. President Sebrowski: For the operations of the library, how would you distinguish between the roles and responsibilities of the Board of Trustees and the Library Director?

Ms. Whitaker: The Library Director runs the Library; the Board oversees the Library Director and is an extension of her. The Library Director answers to the Board of Trustees, but being able to cooperate with her would bring to the table the needs and concerns and listening to figure those things out and they would come to pass.

14. Ms. Mitchell: Please discuss briefly the goals and directions that you feel should be important to this Board?

Ms. Whitaker: Not only to meet and learn about the workers at the Library, but to work more with the community and to let them know there is another team working behind the scenes and to make sure that the Library can work as best as it can and we are here to service the needs of the people.

President Sebrowski asked Ms. Whitaker if she had any questions for the Board.

Ms. Whitaker asked when the Library Board would have their picture hanging in the Library, so patrons would know who the Board was.

President Sebrowski suggested a picture could be taken once there is a full Board. He also stated the Board will be discussing the three candidates for the open position at the regular meeting later this afternoon and the candidates will be contacted by the end of the week.

Scott McCallister

President Sebrowski explained this position is to fill a vacancy because a Board Member resigned. This is an appointment that will expire at the next odd year election and if you choose to run for the seat, the term would expire in 2017. If you choose to run, it is a local election and you either can collect signatures to get on the ballot or pay a \$100 fee.

1. President Sebrowski: Please tell us about yourself.

Mr. McCallister: He was born and raised in Auburn Hills and moved away approximately 10 years ago, and recently moved back to finish his undergrad from Oakland University. He frequents the Library and volunteers at the fire department, Summerfest, and the Easter event. He was interested in helping the

City and saw there was an opening for the Library Board.

2. Ms. Mitchell: Are you currently a user of the Auburn Hills Public Library?

Mr. McCallister: Has used the Library for materials to supplement classes he has taken, rented DVD's, and children's materials when his son was younger.

3. Ms. Whitley: Are you a registered voter?

Mr. McCallister: Yes.

4. Ms. River: Tell us why you would like to serve on the Library Board and how your schedule will accommodate the time needed?

Mr. McCallister: Currently his employment will allow for him to meet on Tuesday, once a month, as the meetings are currently held. He saw on the website about the vacancy and that it was an appointed position, he isn't particularly politically motivated. He saw it as an opportunity to help the City and possibly to learn more about the Library and how it functions.

5. President Sebrowski: Describe your experience and background that is relevant to serving on Auburn Hills Public Library Board and what would make you an effective Board Member.

Mr. McCallister: He served two terms for the Waterford's Coaches Association, a youth baseball league for approximately 600 kids. He has also been a coach in Waterford and in Clarkston. Professionally he has worked in customer service, marketing, project management which is working with teams of people to accomplish goals,

6. Ms. Mitchell: How would you keep abreast of Auburn Hills Public Library services and promote these services with the community and legislators?

Mr. McCallister: He uses the web site to manage his account and to check things out. He doesn't feel the Library has a high enough visibility. When he visits the Library, he doesn't feel it is as busy as it should be, and doesn't understand why. Possibly integrate with the schools, have summer programs, and asked if there are tutoring programs available.

President Sebrowski explained there are tutors that use the library to tutor.

7. Ms. Whitley: What would be your greatest strength that you can bring to Auburn Hills Public Library?

Mr. McCallister: Though it isn't seen right now, probably his sense of humor. He likes to keep things light and fun. He is hard working, diligent, loyal to employers and plays nice with others – works well on a team. He is also taking HR classes where he is learning leadership styles and team building.

8. Ms. River: What do you see as the role of the Library Board?

Mr. McCallister: It was his understanding that the Board looks at the day-to-day, weekly, monthly, and annual operations in all areas. How does the Library integrate with the community, what services should be offered and should not be offered, and legal issues?

9. President Sebrowski: Is there any particular area of the library's operation that interests you?

Mr. McCallister: What are the areas of operations?

President Sebrowski explained it can be broken down to youth services, adult services, teen services, programming, any area.

Mr. McCallister: He would like to see this Library tied better with Oakland University. Because OU is a commuter school, many students don't know where Auburn Hills is, even though they drive by here to get to school. He feels the Library could be a great resource for those students. Last year he was in contact with students that wanted to volunteer and the students were amazed that there were opportunities here, at the Community Center to volunteer. He drove those students over and they were unaware of what existed, right across the street from the campus.

10. Ms. Mitchell: As library services evolve, what traditional services should be kept? How should a library adapt to new technologies and patron expectations?

Mr. McCallister: The web site – the execution, the ease of use, accessibility of other areas of the Library, such as reserving a meeting room on line. *How can I better interact with the Library?* Amazon has a program Peek Inside or Look Inside, which allows the consumer to read a portion of the book. He knows there is synopsis of books currently, and isn't sure of the cost associated with a program like Amazon's, but it would be useful.

11. Ms. Whitley: How might you handle citizen concerns about a problem they had at the library?

Mr. McCallister: If he was capable of resolving or handling he would take care of it, but if not, he would find out who would be able to take care of it. In the event someone was hurt, he would first seek medical attention and then find out if a report should be filed, and then possibly pass on to HR and/or legal.

12. Ms. River: How should a Board Member respond to a public concern about material in the library?

Mr. McCallister: The material should be reviewed by the Board, and if it is a valid complaint, more investigation may be needed for the Board to come up with a solution. It may not be what the person wants, but if the material is for the greater good, then it should be available.

13. President Sebrowski: For the operations of the library, how would you distinguish between the roles and responsibilities of the Board of Trustees and the Library Director?

Mr. McCallister: The Library Director manages the employees, content, procedures of the day-to-day operations. The Board of Directors runs the business end, along with the Director, unless the Director did something extremely heinous.

14. Ms. Mitchell: Please discuss briefly the goals and directions that you feel should be important to this Board.

Mr. McCallister: Keep the Library healthy and the membership active; keep up with technology and keep literature current.

Responding to Mr. McCallister, President Sebrowski explained the Library Director is in charge of day-to-day operations and the employees. The Library Board hires the Director, evaluates the Director and manages, not micro-manage, the Director. He went on to say, they hope to have a decision by the end of the week.

The special Board meeting ended and proceeded with the regular Board meeting.