



Auburn Hills Public Library

APPROVED

AUBURN HILLS PUBLIC LIBRARY

MINUTES FOR February 28, 2012

Location: Small 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 4:30 pm.
2. **Roll Call:** Present: Ben Sebrowski, VeRONica Mitchell, Nick Shone, Toni Whitley, Angela River and Mary Do Demeulemeester (late arrival 4:31 pm).
Also present: Stephanie McCoy, Library Director and Linda Coleman, Operations Coordinator (late arrival 4:31 pm).
Also present: members of the public.
3. **Acceptance of the Agenda:**

B. Sebrowski proposed that agenda #8 Ongoing Businesses, item (a) Director's Evaluation, be moved after #9 New Business, item (c) Communication. Library Director requested that the evaluation take place in Executive Session.

**Motion by V. Mitchell to accept the agenda with the above changes.
Supported by A. Rivers.**

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

4. **Approval of Board minutes from January 24, 2012:**

**Motion by N. Shone to approve the minutes of January 24, 2012.
Supported by V. Mitchell.**

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

5. **Financial Officers Report:**

President B. Sebrowski reported that as of January 31, 2012, total assets are \$1,078,200. Total liabilities are \$209,507. Total liabilities and fund balance is \$1,078,200. Total revenues YTD are \$325,230. Total expenditures YTD are 95,039. Fund balance YTD is \$868,693.

6. **Public Comments:**

President B. 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.”

- No public comments

7. **Library Director’s Report:**

- S. McCoy asked if there were any questions, comments or concerns regarding her report.
- A. River asked if the Library has its own Chamber of Commerce membership or is the membership through the City of Auburn Hills.
- S. McCoy responded that the membership is through the City of Auburn Hills.
- B. Sebrowski inquired if the Computer Technology person was hired.
- S. McCoy responded that the Computer Technology person has been hired.
- M. Demeulemeester applauded the staff in their fundraising efforts and suggested the idea of patrons adopting a chair for repair.
- A. River asked Janet Mitchell, President of the Friends of the Library, about their non-profit status and paying taxes on their commission.
- J. Mitchell responded that non-profit groups have to pay taxes on commission over \$5000.
- A. River gave accolades to the Youth Department for obtaining the Wal-Mart grant.
- S. McCoy highlighted “Everyone’s Reading” Program and distributed brochures.
- S. McCoy discussed obtaining a quote from Library Design for signage, upholstery of chairs and adding additional counter space for computers in the Adult Department.
- President B. Sebrowski asked if there were any further questions regarding the Library Director’s Report.

8. **Ongoing Business:**

(a) Friends of the Auburn Hills Public Library

- B. Sebrowski introduced Janet Mitchell, President of the Friends Group to present information regarding the Friends’ year-end budget, accomplishments, fundraising activities and goals for the future.
- M. Demeulemeester inquired about the Library donating books to the Friends Group and if the Friends donate unsold books to other organizations.
- V. Mitchell thanked the Friends of the Library for attending the Board meeting and for all their fundraising efforts. V. Mitchell stated that Library Board members will continue to support the Friends of the Library in their fundraising efforts.

9. **New Business:**

(a) Exam Proctoring Policy

- Library Director included the current policy on proctoring exams and stated that the current policy is outdated and needs to be revised. Library Director will make recommended changes at the March Board meeting.

(b) Communications

- Plante Moran sent the Library Director their annual Management Representation Letter and all Library Board members received a Pre-Audit Communication Letter.

Executive Session:

(a) Director's Evaluation Discussion

**Motion by B. Sebrowski to close the regular Library Board meeting at 4:59 p.m. and go into Executive Session for the Library Director's Evaluation.
Supported by V. Mitchell.**

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

**Motion by B. Sebrowski to close Executive Session at 5:19 p.m.
Supported by N. Shone.**

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

M. Demeulemeester suggested that the Library Director and staff consider seeking a volunteer from a large corporation to assist us with the Library's strategic plan.

A. River requested that the Privacy Act be added to the March agenda for discussion.

10. Adjournment:

**Motion by B. Sebrowski to adjourn the meeting.
Supported by A. River.**

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

There being no objections, the meeting was adjourned at 5:22 pm.

Submitted by:
S. McCoy, Library Director and L. Coleman, Operations Coordinator
on behalf of the Library Board Secretary, T. Whitley

