

Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
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 Sebrowski called the meeting to order at 5:05 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 President Sebrowski to approve the agenda.

Supported by Ms. Whitley.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

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

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

Supported by Ms. Whitley.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

5. Financial Officer's Report:

President Sebrowski reported as of July 31, 2012 Total Revenues YTD \$1,123,281; total expenditures YTD \$617,011; and fund balance TD \$1,181,253. Total Assets are \$1,304,809; Total Liabilities \$123,556; Total Fund Balance \$1,181,253; Total Liabilities and Fund Balance \$1,304,809.

6. Public Comment: - none.

7. Library Director's Report:

Ms. McCoy highlighted a few items from her written report as follows:

- The Library Network will be hosting a TLN Orientation/Open House event on September 10, 2012, from 11:00 a.m. until 2:00 p.m., in Novi.
- She will be attending the following The Library Network events: CIPA Workshop, September 12th and Technology Forum, September 28th.
- The Auburn Hills Rotary Club was offered the ability to house historical documents at the library.
- The first installment of state aid payment of \$4,803.10 was received and a second payment should be received no later than early September.
- September is Library Card sign-up month and The Circulation Department will be celebrating by promoting the program in the fall newsletter and the e-Newsletter. Also a small gift bag with free coupons to the Friends upcoming book sale, a bookmark and a sweet treat will be given to those who sign up during the month of September.

8. Ongoing Business:

(a) Board Rules of Order Document

President Sebrowski thanked Ms. McCoy for the editable copy of the City Council's Rules of Order document and noted he hasn't been able to complete the document and will forward a copy as soon as he has a completed draft.

Ms. River explained the waiting period can't be established for an elected position, but can be for an appointed position.

Ms. Mitchell was in favor of making it a no waiting period for both elected and appointed; however, if necessary, a decision by the Board could be made at the time if and when there is an issue.

Ms. Whitley was fine either way and Ms. River agreed with Ms. Mitchell.

Ms. River suggested that an application be included for appointees.

(b) Personnel Policies:

(1) 20-01 Employment Classification

Ms. McCoy noted she made the following changes:

2. Part-Time Employee:

Part-time employees are classified as employees that work no more than twenty-nine (29) hours per week. Part-time employees will work within a set range of hours that is determined by the Library Director.

4. Exempt and Nonexempt Employees:

Exempt: An individual is exempt from the overtime provisions of the Fair Labor Standards Act because they are classified as an executive, professional, administrative or outside sales employee, and meet the specific criteria for exemption.

Non-exempt - An individual is not exempt from the overtime provisions of the Fair Labor Standards Act and is therefore covered by the provisions of the FLSA. Such an individual is therefore entitled to receive overtime for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Non-exempt employees may be paid on a salaried or hourly basis.

Moved by Ms. Mitchell to approve the Personnel Policies 20-01 Employment Classification.

Supported by Ms. River.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

(2) 30-04 Employee Probation Periods

Ms. McCoy noted the changes she made are high-lighted with red, with the majority of changes that are being stricken are related to bargaining agreements, and not at will employees, removing City Manager and replacing with Library Director; and removing 'the City of' from Auburn Hills Public Library.

Ms. Mitchell suggested on page 2, B. that the language be changed from 'demote the employee' to 'reassign the employee'.

Regarding the possible extension of the probationary period, Ms. McCoy stated yes, she feels it is necessary to have that option available to the Library Director. Sometimes, she explained there is additional time needed for some to fully grasp the entire position.

Ms. McCoy stated she would make the changes and bring back to the next meeting.

(3) 30-05 Employee Orientation and Training Policy

Ms. McCoy noted she included 'Human Resources Department' in the first paragraph as sometimes that is the case.

President Sebrowski noted the first sentence needs fixing, 'Department supervisor are responsible' should be changed to either 'Department supervisors' are responsible or 'Department supervisor is responsible'.

Ms. River asked about the Disciplinary Action and if something should be included in the policy.

McCoy noted because of the many bargaining units, there are different disciplinary actions applicable to those units.

Ms. McCoy will revise and bring back to the next meeting.

(c) Defined Benefit Pension

Ms. McCoy explained she received a memo from Assistant City Manager Tanghe and Finance Director Barnes regarding the change from defined benefit pension to the defined contribution benefit. During the discussion with Mr. Tanghe and Mr. Barnes they stated there wasn't really any actual cost savings to the library with this change and it would be best to keep the defined benefit plan.

President Sebrowski questioned their position, since originally he and Ms. McCoy met with both Mr. Tanghe and Mr. Barnes and it was they who emphasized the need to change to the contribution pension plan

After a brief discussion, it was determined that legal counsel should be consulted before making any decisions.

9. New Business:

(a) Budget Projections

President Sebrowski thanked Ms. McCoy for the five-year projection as suggested by Plante and Moran.

Ms. McCoy stated she is moving forward with the budget process.

(b) Lease Agreement

President Sebrowski was appreciative for all of the lease agreement information, noting there has been no lease agreement since 2006. There is a provision in the lease that it can be extended for five years; however, that five year period has expired, so that places the library in a second five year extension. The City has requested a 2.5% increase in the rent the Library beginning in 2013. However, if this is a new five year contract, questioned if it is possible to raise the rent without any negotiating. Discussion ensued questioning if a change of the interest rate could be increased in the middle of an agreement period; and asked if there currently a five-year contract.

Ms. Mitchell asked if the City Council or the City Manager should be approached regarding negotiating a lease.

It was decided that Ms. McCoy contact outside legal counsel for an opinion, noting it would be a conflict of interest to seek an opinion from the City Attorney.

Ms. McCoy stated she knew of an attorney she could contact.

(c) Appointment of New Board Members

(1) Term ends November 2015

Of the two candidates, President Sebrowski felt Ms. Ellis was the stronger of the two candidates; he felt she had a better grasp of what the Library Board does and the experience on serving many other boards. Ms. Spurlin is a very nice and likeable candidate.

Ms. Mitchell stated how fortunate is was to have two excellent candidates to choose from, and agrees with President Sebrowski that Ms. Ellis has a very strong background; however, the experience Ms. Spurlin has with personnel issues because of her work at the hospital would be very beneficial to this Board. Her background would be very complimentary to the Board, especially with the amending of the personnel policies.

Ms. Whitley agreed too, with President Sebrowski that Ms. Ellis is a very strong candidate and would be a great addition to the Board.

Ms. River agreed Ms. Ellis would make a good Board Member; she was very pleased at how involved Ms. Spurlin is and has been with the library. Ms. Spurlin is familiar with the programs the Library has to offer and with her management skills and she would be Ms. River's choice.

Ms. Mitchell stated if the feeling is very strong for Ms. Ellis, then she wouldn't have any conflict supporting her, they both could do very well. She was looking for a part of the puzzle that the Board is missing.

President Sebrowski noted some very good points about Ms. Spurlin have been made; ones that he hadn't thought about.

Moved by Ms. Whitley to offer Vickie Ellis the vacant Library Board seat for a term ending November 2015.

Supported by President Sebrowski

Ms. River stated she is still leaning towards Ms. Spurlin, of all the candidates interviewed, including the ones for the second vacancy, Ms. Spurlin was the only one that mentioned Library programs and was familiar with those programs. That is very important; to have someone who knows the programs the Library is offering and 25 years of using the Library.

Ms. River continued stating Ms. Ellis has a very good background and is very knowledgeable.

Ms. Whitley stated Ms. Whitaker, the last group of applicants, brings the knowledge of the Library programs.

Ms. River agreed Ms. Whitaker has a different knowledge because of working at the Library; unlike Ms. Spurlin who has volunteered and participated in the Library.

Ms. Mitchell explained she keeps referring to what is currently missing from this Library Board, and agrees, Ms. Spurlin would fill the need.

Vote: Yes: Whitley

No: Sebrowski, Mitchell, River

Motion Fails (1-3)

Moved by Ms. River to offer Tina Spurlin the vacant Library Board seat for a term ending November 2015.

Supported by Ms. Mitchell

Vote: Yes: Sebrowski, Mitchell, River

No: Whitley

Motion Carried (3-1)

President Sebrowski stated he will contact Ms. Spurlin and let her know of the Boards decision to offer her the seat.

(2) Term ends November 2017

After extensive discussion, deliberation and unable to reach a decision, it was decided to table action on this item until the new Board Member is seated at the next meeting.

(d) Communications

(1) PLTAOC Annual Dinner

Ms. McCoy noted the annual dinner is being held September 19th and everyone is invited.

10. Adjournment:

Moved by Ms. Mitchell to adjourn the meeting at 6:12 p.m.

Supported by Ms. Whitley.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

Respectively Submitted,

Kathleen Novak