

Auburn Hills Public Library

APPROVED

AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR November 27, 2012

Location: City of Auburn Hills Administration Building
Administrative Conference Room
1827 N. Squirrel Road
Auburn Hills, Michigan 48326

1. **Call to Order:** Vice President called the meeting to order at 4:30 p.m.
2. **Roll Call:** Present: VeRonica Mitchell, Angela River, Tina Spurlin, Toni Whitley
Absent: Ben Sebrowski
Also Present: Stephanie McCoy, Library Director
Guests: 1

3. Acceptance of the Agenda:

Ms. River requested to move Agenda Items 5, 6. and 7 to be heard after item 9d.

Moved by Ms. Spurlin to approve the agenda as amended.

Supported by Ms. River.

Vote: Yes: All

No: None

Motion Carried (4-0)

4. Approval of Board Minutes

(a) Special Meeting – October 2, 2012

Moved by Ms. River to approve the special meeting minutes of October 2, 2012 as amended.

Supported by Ms. Spurlin.

Vote: Yes: All

No: None

Motion Carried (4-0)

(b) Regular Meeting – October 2, 2012

Moved by Ms. River to approve the regular meeting minutes of October 2, 2012 as submitted.

Supported by Ms. Whitley.

Vote: Yes: All

No: None

Motion Carried (4-0)

8. Ongoing Business:

(a) Board Membership – Reanna Douglas

Ms. River moved to receive and file Reanna Douglas' letter.

Supported by Ms. Spurlin.

Ms. Whitley asked for clarification on what deferring the appointment meant.

Ms. Mitchell explained Ms. Douglas will either have to reapply to the Library Board if there is a vacancy or she can run for election seeking to be a Library Trustee.

Vote: Yes: All

No: None

Motion Carried (4-0)

(b) Budget Amendment – Server

Ms. McCoy explained in March the Library received a quote for a new server, including hardware and installation. The installation has been completed and a motion must be made to amend the 2012 Library Budget to reflect \$2,808.86 expense.

Ms. Whitley moved to approve the revised 2012 Library Budget to reflect the cost of the budgeted server.

Supported by Ms. River.

Vote: Yes: All

No: None

Motion Carried (4-0)

(c) Personnel Polices

1. Disciplinary Action Policy

(a) Form

Ms. McCoy presented the Discipline policy noting she made changes reflecting city changed to *Library*, Department *Head* to *Supervisor* and *City Manager* to *Director*. However, there are more corrections that must be made, including the deletion referring to labor contracts.

Ms. McCoy presented four different Disciplinary Action forms and asked the Board if there was a preference of one form. The general consensus was the first form.

Ms. River suggested *At Will* be included in the policy.

It was decided that the corrections be made and brought back to the next meeting for review and possible approval.

(d) Legal Council

1. Engagement Letter – All

2. Signed Temporary Engagement Letter

Ms. McCoy stated after reviewing and discussing with President Sebrowski, it was decided to sign a Temporary Engagement Letter with FosterSwift.

Ms. Mitchell mentioned she had met members of FosterSwift at **the MLA** conference she attended and was very pleased with the firm.

(e) Library Insurance – Renewal Declarations

Ms. McCoy explained she reviewed the policy and noted a slight increase over last year's premium. It was also reviewed by City Finance Officer Barnes and he noted everything is in order. Ms. McCoy assured Ms. Mitchell that the policy met all requirements and covered all areas for the Library.

9. New Business:

(a) Board Membership – Ben Sebrowski

Moved by Ms. River to accept the resignation letter of Ben Sebrowski.

Seconded by Ms. Spurlin.

Vote: Yes: All

No: None

Motion Carried (4-0)

(b) Library Board 2013 Meeting Dates – Draft

Ms. Mitchell asked if anyone had any changes to the 2013 meeting schedule.

Ms. McCoy noted the calendar reflected choices for the May and November meetings due to the holidays that fell in the weeks that the Library Board meetings are generally held. Choices are May 21st, the Tuesday before Memorial Day or May 28th, the Tuesday after Memorial Day (May 27th) and November 19th, before Thanksgiving (November 28th which is Thanksgiving) or November 26th.

It was the consensus that May 21, 2013 and November 19, 2013 are the dates the meetings will be held.

It was also agreed on to move the meeting from the Library to the Administrative Conference Room at City Hall for the 2013 meeting year.

Moved by Ms. River to change the meeting location to the City Hall, Administration Conference Room and to approve the meeting schedule including May 21 and November 19, 2013 meeting dates as submitted.

Seconded by Ms. Spurlin

Vote: Yes: All

No: None

Motion Carried (4-0)

(c) 2013 Library Closing Dates – Draft

Ms. McCoy noted there are no changes for the 2013 closing dates from the 2012. The October In-service day is moved to Friday.

Ms. Mitchell acknowledged the Library hours are based on the budget, but would like to survey the residents during the first quarter of the year, to determine if the chosen Library hours are meeting the needs of the residents.

Moved by Ms. Whitley to accept the Library closing hours as submitted.

Seconded by Ms. Spurlin

Vote: Yes: All

No: None

Motion Carried (4-0)

(d) 2013 Board Election of Officers – President, Vice President, Financial Officer, Secretary

Ms. Spurlin asked if the election should be put on hold until the vacant seats are filled.

Ms. Mitchell explained it may be quite some time and the election should take place.

Ms. Spurlin inquired as to the duties of each position.

Ms. Mitchell explained the Vice President takes over the presidential duties and responsibilities when the President is not available, also the Vice President would take the lead of any ad-hoc committees. The President is the voice of the Library Board, authorized to sign correspondence, facilitate the meetings and work closely with the Library Director. The Secretary edits the meeting minutes. The Financial Officer reads into the record the financial reports at the meetings.

Ms. Mitchell opened the floor for nominations –

Ms. Whitley nominated Veronica Mitchell for president – nomination accepted.

Ms. Mitchell nominated Angela River for vice president – nomination accepted.

Ms. Mitchell nominated Toni Whitley for financial officer – Ms. Whitley declined, stating she would prefer to be secretary. Ms. Mitchell withdrew her nomination.

Ms. River nominated Tina Spurlin for financial officer – nomination accepted.

Ms. Mitchell nominated Toni Whitley to remain as secretary – nomination accepted.

Moved by Ms. River to confirm Ms. Mitchell as President, Ms. River as Vice-President, Ms. Whitley as Secretary and Ms. Spurlin as Financial Officer.

Seconded by Ms. Spurlin.

Vote: Yes: All

No: None

Motion Carried (4-0)

5. Financial Officer's Report:

President Mitchell reported as of September 30, 2012 Total Assets are \$1,085,132; Total Liabilities \$45,371; Total Fund Balance \$1,039,761; Total Liabilities and Fund Balance \$1,085,132. Total Revenues YTD \$1,163,500; Total Expenditures YTD \$798,722; and Ending Fund Balance YTD \$1,039,761.

President Mitchell reported as of October 31, 2012 Total Assets are \$998,511; Total Liabilities \$42,553; Total Fund Balance \$955,958; Total Liabilities and Fund Balance \$998,511. Total Revenues YTD \$1,163,157; Total Expenditures YTD \$882,182; and Ending Fund Balance YTD \$955,958.

6. Public Comment:

Resident Paul Borucki of Carly Ct., explained he enjoys libraries and decided to attend the Library Board meeting to see what the Library Board does and who the Library Trustees were. He noted he would like to contribute to the Library in some capacity.

7. Library Director's Report:

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

- She attended the annual MISHRM conference on October 10 and 11, 2012 and there was quite a bit discussed about the health care reform. Information has been included in the packet as well as a letter from City Manager Auger on how the health care reform will impact City and Library employees.
- The Michigan Library Association meeting was held November 7-9, 2012. Two staff members and one Board member attended.

- October 13, 2012 the Fall Festival was held and the Library **Director** participated **by** serving donuts and cider; though it rained, the turnout was very good.
- Auburn Hills University visited the Library October 17, 2012. The group consists of Auburn Hills' employees learning what the various departments do.
- There was an In-Service day October 8, 2012 and two Board members attended, Ms. Whitley and Ms. River.
- There was an issue with a patron being over friendly to both patrons and employees. They were given a copy of the Code of Conduct and a verbal warning.

Responding to Ms. River, Ms. McCoy stated the inappropriate behavior was reported by an underage employee. The Police Department was on standby in the event their help was needed. For future reference, it is the Police who would prefer to talk with patrons in this type of situation.

Ms. Mitchell thanked Ms. McCoy for her report and the details included.

Ms. Mitchell stated she enjoyed attending the Library Conference and made some good contacts. One of the overall reoccurring topic is the need to have and to keep the Library involved in the community and to make sure the Library integrates itself into other areas of the City and to remain relevant. One item she would like to revisit in the first quarter of the year is the possibility of a court reporter student that is trying to strengthen their skills from one of the local schools in the City.

(9e.) Communications, Comments and Concerns

(1) Patient Protection and Affordable Care Act

Ms. McCoy noted the Library has handled this policy prior to this meeting; part-time employees are limited to the number of hours they can work.

(2) City of Auburn Hills Budget Posting and Information

Ms. McCoy noted this is a FYI for the Board. The budget was posted in the newspaper; it is posted in the legal section of the Oakland Press.

(3) 2012 In-Service Day Documents

These are **located** in the Dropbox.

Ms. McCoy presented a new Library brochure the administrative assistant put together. It will be given to residents and included in packets that are given to new residents and businesses that move into the City.

Ms. Whitley suggested eliminating paper packets and going electronic, with the Library loaning laptops to the Trustees.

Ms. McCoy stated there are laptops available that the Library uses periodically; she will check and see how up-to-date the software is.

Ms. Mitchell agreed it would be worth investigating.

Ms. River mentioned there may be a problem with Wi-Fi in the City Hall administrative building that should be looked into.

10. Adjournment:

Moved by Ms. River to adjourn the meeting at 5:18 p.m.

Supported by Ms. Whitley.

Vote: Yes: All

No: None

Motion Carried (4-0)

Respectively Submitted,

Kathleen Novak