



Auburn Hills Public Library

**APPROVED
Budget Hearing**

MINUTES FOR September 10, 2013 at 5:30 p.m.

Location: Large Meeting Room, Auburn Hills Public Library,
3400 E. Seyburn Dr., Auburn Hills, Michigan 48326
248-370-9364

1. Call to Order: President VeRonica Mitchell called the meeting to order at 5:30 p.m.

2. Roll Call: Present: VeRonica Mitchell, Angela River, Toni Whitley, Tina Spurlin, Scott McAllister
Trustee Johnson has an excused absence
Also Present: Stephanie McCoy, Library Director
Also Present: Gary Barnes, City of Auburn Hills Finance Director
Guest: 2

3. Acceptance of the Agenda:

Motion to approve the agenda.

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

Supported by S. McCallister.

Vote: Yes: Mitchell, River, Whitley, McAllister, Spurlin

No: None

Motion Carried (5-0)

4. Approval of Board minutes from August 27, 2013:

- A. River noticed a couple of omissions the minutes do not reflect. Item 9, under New Business, motion was made by A. River not V. Mitchell to accept the Donation Policy. Also, per Open Meetings Act, Council Member Verbeke closed door. Trustee River wants it notated that the Administrative door should remain open and it locks if it is closed.
- V. Mitchell request 2 changes on page prior to the motion to go into Executive Session.

Moved by A. River to approve the minutes of August 27, 2013 as revised.

Supported by T. Whitley.

Vote: Yes: Mitchell, River, Spurlin, Whitley, McCallister

No: None

Motion Carried (5-0)

5. Public Comment:

- Jan Mitchell of Auburn Hills asked if the Board has addressed the donation policy.
- V. Mitchell stated the donation policy was addressed and approved with some modifications.
- Jan Mitchell asked why accepting donations have not been resumed.
- V. Mitchell stated that there will be a formal response made in 2 weeks after the special meeting where the volunteer policy will also be discussed.
- Jan Mitchell emphasizes the importance of the policy, stating that books are sold from donations and now their inventory is very low.
- Alice Kowalski of Rochester Hills, expressed concern regarding inconsistent posting regarding this meeting.
- V. Mitchell stated she agrees and official posting will be in the library lobby. All postings should be in harmony so as to not cause any more confusion.

6. Ongoing Business:

(a) 2014 Budget Review

- S. McCoy stated there is a packet included with the budget analysis. Items that are changed are highlighted. She asks if there are any questions or concerns.
- A. River stated concern over telephone budget amount and what does that amount cover.
- S. McCoy deferred question to Director of Finance Gary Barnes.
- G. Barnes stated that it is a bill from AT&T.
- A. River asked if this is a cost savings and G. Barnes says it is. The 3 year contract with AT&T proves to be a good deal. Any telephone bills to specific buildings can be copied and given to the Board or Stephanie to review.
- V. Mitchell asked if budget analysis reflects any request she made for any compensation/increase for staff.
- S. McCoy stated it does not and the Board needs to determine what percentage or what type of increase they would like to see.
- V. Mitchell said she would like to see further reductions made based on what she sees in budget analysis in order to be in line with their income revenue stream.
- G. Barnes states that the library does have a very healthy fund balance.
- V. Mitchell said she appreciates that comment but still feels that certain expenses can be watched and we should still be very fiscally responsible. She asks about the request for an additional computer for the Youth Department.
- S. McCoy stated she wants to add a work station which will make room for more computers. Currently teens and some youth use the computers on the upper level (Adult Department) to use computers because the same software is not offered downstairs.
- A. River asked about building space rental, item 942.000. Asks if that means the external part of the building is rented.
- G. Barnes stated the cost is the rent of the building itself as a separate entity.
- A. River notices a decrease in administrative charges and interfund services and asks for a breakdown in costs so she can see what they are and where money is going.
- G. Barnes said that breakdowns are usually not included in report but that information is readily available and can be given upon request.
- V. Mitchell asked G. Barnes if he can provide the breakdowns of utility charges and administrative charges to Director McCoy by September 17, 2013.
- Visitor asked if the Board will accept any questions at this time and V. Mitchell says no. Questions are taken only during Public Comments.
- V. Mitchell asked about 2013 Millage Resolution and it has not yet been received. She asks G. Barnes when it will become available so it can be voted on.
- S. McCoy asks G. Barnes if it could be available by the September 24, 2013 meeting.
- S. McCoy asked Board if they are considering allowing more money for the items that she has

- asked for, i.e., computer and work station.
- V. Mitchell stated that she assumed there was only consideration regarding salary increases for staff and that even though Director McCoy's requests are frugal and are good investments, approval cannot be made at this time. She will be open to further discussion about these issues at a later time.
 - S. McCoy stated that if budget for 2014 didn't allow for a new work station, she would present it for 2015 budget but prefers it can be done for 2014.
 - T. Spurlin states a new work station should be considered in this budget but V. Mitchell and A. River both feel the timing is not good.
 - S. McCoy discussed introducing "books by mail" as a service to homebound patrons
 - T. Whitley stated that a 1% salary increase for staff should be considered. It's been too long and we have good employees who are hard workers.
 - A. Rivers agreed that we have good employees but with the revenue received to run the library going down, she can't support a salary increase.
 - V. Mitchell stated that looking at projections for 2015 would be helpful. She asked G. Barnes if a 0% decline is an accurate projection for 2015.
 - G. Barnes stated that as of today, yes.
 - A. Rivers suggested that the board project out even further.
 - V. Mitchell asked S. McCoy if a 3 year projection was possible.
 - S. McCoy stated yes, she will do it 5 years out.
 - V. Mitchell asked if there is anything that the board would like to see in red that isn't currently reflected in the numbers.
 - V. Mitchell said one thing she would like to see is the program activity, however, it is timely.
 - T. Spurlin asked what the program activity is currently at.
 - S. McCoy said \$2,800 for 2014 and \$3,500 for 2013.
 - A. Rivers asked about the fringe benefits listed and wants to know if it is negative \$3677.
 - G. Barnes said that it is probably because some employees are making a contribution towards the premium.
 - V. Mitchell stated that the board is looking at expenditures exceeding \$39,086. One item we are still waiting on additional feedback.
 - V. Mitchell brought attention to item 920, VoIP.
 - G. Barnes said the VoIP test is really just for infrastructure and if there's savings it will probably be in far less maintenance costs than what we're paying now. He stated that's why it was replaced. He said the phone company is still AT&T and there are different things that can be done.
 - A. Rivers asked where cleaning cost savings would be listed.
 - G. Barnes stated he was not sure and will have to look into that.

7. Adjournment:

Motion by A. River to adjourn the meeting at 6:33 p.m.

Supported by T. Whitley.

Vote: Yes: Mitchell, River, Spurlin, Whitley, McAllister

No: None

Motion Carried (5-0)