



Auburn Hills Public Library

APPROVED

MINUTES FOR January 29, 2013

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

1. **Call to Order:** President VeRonica Mitchell called the meeting to order at 4:30 p.m.

2. **Roll Call:** Present: VeRonica Mitchell, Angela River, Tina Spurlin, Toni Whitley,
Also Present: Stephanie McCoy, Library Director

3. **Acceptance of the Agenda:**

Moved by T. Whitley ~~V. Mitchell~~ to approve the agenda.
Supported by A. River.

Vote: Yes: Mitchell, River, Spurlin, Whitley,
No: None

Motion Carried (4-0)

4. **Approval of Board minutes from December 11, 2012:**

Moved by T. Spurlin ~~V. Mitchell~~ to approve the minutes of December 11, 2012.
Supported by A. River

Vote: Yes: Mitchell, River, Spurlin, Whitley
No: None

Motion Carried (4-0)

5. **Financial Officer's Report:**

T. Spurlin reported that as of December 31, 2012, Total Assets are \$807,045. Total Liabilities are \$39,831. Total Liabilities and Fund Balance is \$807,045. Total Revenues YTD are \$1,171,137. Total Expenditures YTD are \$1,078,906. Fund Balance YTD \$767,214.

6. **Public Comments:**

- No public comment.

7. **Library Director's Report:**

- S. McCoy discussed the city's annual employee holiday luncheon and expressed how wonderful the luncheon was. Ten library employees attended.
- S. McCoy gave details on moving the non-fiction collection to the back and the fiction collection to the front, as it required more spacing. Volunteers from Chrysler came to assist in the move.
- S. McCoy mentioned the community partnership between the library and the Chamber of Commerce's goal is to advertise the library and its services to new and current residents of the city.
- V. Mitchell asked about a donation a patron had made and if it was said patron's first donation. S. McCoy responded to her knowledge it was a first-time contribution.

8. **Ongoing Business:**

(a) **Personnel Polices**

1. Discipline Policy

- V. Mitchell requested other members to look over the revisions of the policy to see if anyone has questions or concerns, or adjustments made.

Moved by A. River to accept the Discipline Policy

Supported by T. Spurlin

Vote: Yes: Mitchell, River, Whitley, Spurlin
No: None

Motion Carried (4-0)

- **(b) Board Membership**
 - **Application for Library Board Appointment**
 - V. Mitchell discussed A. River's suggestion for an application to use for board membership. V. Mitchell states that she likes the City of Grand Rapids's application very much, although there may need to be some revisions made to it.
 - T. Spurlin wanted to know if question nine on the application was necessary to keep, which asked about owning property in Grand Rapids. V. Mitchell stated it didn't really matter and that it could be revised/taken out if the Grand Rapids application was approved.
 - V. Mitchell also stated that question 19 was something that was not needed to know. T. Spurlin agreed. A. River also states some questions on the application are unnecessary.
 - V. Mitchell proposes that all members submit revision suggestions to Director McCoy **by February 13, 2013 (she inadvertently recalled due date as February 18 during February 26, 2013 meeting)** for review. If, at that time, no one feels strongly about another application, the Grand Rapids application will be approved **with and** revisions. ~~can be made.~~
 - **Term 2015 Vacancy**
 - V. Mitchell discusses any possible candidates, or if anyone knows of possible candidates to fill former Trustee Sebrovski's position.
 - V. Mitchell questioned the age requirements for candidacy. She stated you can ~~be at least~~ 18 years of age, to serve on the Library Board but does not believe you need to be 21, and that that should be taken out. All members agreed.
 - T. Whitley expresses concern about having only four Board members and suggested former applicant, Scott McCallister, for a position on the board.
 - T. Whitley motioned that a letter of invitation be sent to Scott McCallister, inviting him to make a decision to serve on the board.

Moved by T. Whitley to send a letter of invitation to Scott McCallister

Supported by T. Spurlin

Vote: Yes: Mitchell, Whitley, Spurlin
No: A. River

Motion Carried (3-1)

- **Performance Appraisal Ad Hoc Committee-Update**
 - V. Mitchell announces that T. Spurlin, along with two volunteers from the Friends Group, President Jan Mitchell and the Vice-President, Richard **Siepielski** and two staff members, **Linda Coleman and Minni Shetty**, to serve on the Ad Hoc Committee to review and create a mission and vision statement for the next three to five years
- **Cleaning Services – Update**
 - S. McCoy states that Dan B. is waiting on opinion from risk management regarding the cleaning service bids. She asks the other members if any of them have questions regarding this issue.
 - A. River states that she would like to have access of the list of bidders to see if any of them align with companies that she submitted to S. McCoy.

- S. McCoy states she is unsure if she could get that information. A. River stated that if they were to use our location as a pilot location then the Board should have access to that information.

9. New Business:

No new business this month.

10. Comments from the Board

- A. River briefly mentioned a nice restaurant and possible restaurant partnering with the library. The Library **would partner with restaurants who offer free meals to kids for reading. There are some restaurants, in our area, offering their own reading rewards program and this would be a great partnership for the Library. Bloomfield Township Library participates in this program.**
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- T. Whitley suggested tracking library usage comparisons between 2012-2013.

11. Adjournment:

Moved by Ms. **River Mitchell to adjourn the meeting at 4:58 p.m.**

Supported by T. Spurlin.

Vote: Yes: Mitchell, River, Whitley, Spurlin

No: None

Motion Carried (4-0)

Respectively Submitted,
Angela Hoefer (Recorded)