



Auburn Hills Public Library

APPROVED

MINUTES FOR March 26, 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, Scott McCallister
Also Present: Stephanie McCoy, Library Director
Guest: Candidate Kamil Mojet'

3. Acceptance of the Agenda:

A. River asked to move "#9 (a) New Business" moved to the beginning of the agenda.

V. Mitchell proposed an addition of item 9 (c) to the agenda – Selection of the Board Candidate to fill term ending 2015.

**Moved by T. Spurlin to approve the agenda with the proposed modifications.
Supported by T. Whitley.**

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

Motion Carried (5-0)

9. (a) Interview with Kamil Mojet'

V. Mitchell thanked the candidate for his expressed interest and then explained the interview process.

1. V. Mitchell: Please tell us about yourself:

K. Mojet': He has been a resident since 2005, purchased a home and plans on being in the city for a long time He is a big fan of the library, one of his biggest benefits of being in the city. Likes the magazines, DVD's, and music. Is currently a board member of the National Association of Black Accountants, the only board he is on and as with any board it is very demanding. He is an accountant and this is tax season. He does work with ACORN and helps low income people with their taxes. He is a single male, lives with his younger sister.

2. A. River stated that questions 2 & 3 were already answered in his letter so she proceeded to question #4. Tell us why you would like to serve on the Library Board and how your schedule will accommodate the time needed, especially with being a tax accountant?

K. Mojet': His schedule is very heavy between January and April but after the tax season I He has more free time He makes his own schedule. When he can't make it to the other Board, he makes conference calls. Living in Auburn Hills, he can make it to the Board meetings here. He is from Pontiac, is used to having a board of directors and wants to cater towards younger people to get them more involved. Used to teach and wants the younger people to get involved. Wants to get the kids more interested in reading.

3. T. Spurlin: Describe your experience and background that is relevant to serving on the Auburn Hills Public Library Board and what would make you an effective Board member?

K. Mojet': Currently serves on a board and has been on it for 2 years. The membership of NABA is declining and they are using an emergency manager style which increased their membership by 20% and he wants to bring that

method here. He will be more aggressive in reaching his goals, which is to get people involved in the library, either by increasing membership or fundraising.

4. S. McCallister: How would you keep abreast of Auburn Hills Public Library services and promote these services with the community and legislators?

K. Mojet': He is a delegate for the Democratic Party and involved with politics. With NABA his communication method is email to keep in touch with staff. He is very involved, travels a lot and is very organized. He likes to communicate via email.

5. T. Whitley: What would be your greatest strength that you can bring to the Auburn Hills Public Library Board?

K. Mojet': As a business owner, he is very accountable for all his actions, dependable and has problem solving skills. He is also a substitute teacher and very involved with youth.

6. V. Mitchell: What do you see as the role of the Library Board?

K. Mojet': Because he is an accountant, he would think of the funding; money coming in and money coming out. Making sure the major needs are taken care. Communicating to the citizens to make sure needs are being met. Guiding the whole operation to make sure everything is accountable.

7. A. River: Is there any particular area of the library's operation that interests you?

K. Mojet': Media, He uses media most. He wishes the music collection was larger. Loves the DVD's. Would like more training on things like Microsoft He wishes there was a reading club in the summer and get thoughts and ideas about books etc. from youth.

8. T. Spurlin: As library services evolve, what traditional services should be kept? How should a library adapt to new technologies and patron expectations?

K. Mojet': He thinks they should not rent out some of the brand new magazines, people rip them. He wishes they could continue the museum passes He would like to get an email or a Facebook email from the library to see what was offered. He stopped by and saw there was a program but didn't know it was being offered.

9. S. McCallister: How might you handle citizens' concerns about a problem they had at the Library?

K. Mojet': He would first listen to see what happened, understand what happened, and discuss it with the staff. See if there are ways we could prevent it from happening again or we have to stick to the guidelines. If that is the case he would tell the citizen they can complain and we will look at ways we could change it, discuss changes with the staff and take steps to change it.

10. T. Whitley: How should a Board respond to a public concern about material in the library?

K. Mojet': Certain items he wishes they had, a little more diverse, or bring it up to the board and see how we could diversify it based on what the citizens want. For example, there are a lot of smaller black films that are coming out that we don't cater to at all.

11. V. Mitchell: For the operations of the library, how would you distinguish between the roles and responsibilities of the Board of Trustees and the Library Director?

K. Mojet': The Director oversees the whole operations and the trustees. The Trustees would sit down and discuss any policies that are coming from the staff and clients; if they don't agree with it possibly the director would intervene. The Director should lead the Board of Trustee to make sure they are moving along to resolve any issues. The Director would make sure they are putting the library first. The Director is more management and the trustees are a group of people coming together to brainstorm and to make sure everything is going smoothly.

12. A. River: Please discuss briefly the directions that you feel should be important to this Board, the direction they should go?

K. Mojet': What is most important is getting more diverse with the media. He sees more blacks at the library year after year and he thinks there are some things that need to be added like books and magazines.

V. Mitchell thanked Mr. Mojet' for coming to the Board meeting and asked him if he had any questions.

K. Mojet': What is the next step in this interview process?

V. Mitchell stated that for this particular vacancy there are multiple candidates who submitted letters of interest. The board will meet with and ask the same questions that we asked of you. The board will then have a discussion and make a decision as to which candidate is most appropriate for the vacancy. It is good and bad when you have multiple candidates because you can't choose everyone. But in November we have 5 vacancies on the ballot and strongly suggest that if you are not selected in this process you can pursue that avenue.

K. Mojet' thanks the Board for taking the time to interview him. He loves the library, has a heavy workload during tax time but after that, he is very flexible and will find the time to work with Board.

V. Mitchell mentions having more discussion later about the Board vacancy position.

4. (a) Approval of Board minutes as of January 29, 2013:

- Suggested changes and revisions. Item 4, pg. 2, Library Board minutes of December 11, 2012.
- Item B: Board membership. **Application for Library Board Appointment**, 4th bullet down, last sentence to be changed to "if at the time, no one feels strongly about another application, the Grand Rapids application will be approved with revisions.
- Item 11: For **Adjournment**, it was moved by Trustee River.
- T. Whitley states that under term 2015, "you can be 18 years of age", the word "be" was missing. T. Whitley also asks if Linda Coleman is retiring. S.McCoy answers yes. T. Whitley asks if she will be replaced on the ad hoc committee. S.McCoy answers that she volunteered to stay on, but that is up to Trustee Spurlin.

**Moved by A. River to approve the January 29, 2013 minutes as amended.
Supported by T. Spurlin.**

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

Motion Carried (5-0)

4. (b) Approval of Board minutes of February 26, 2013:

- Pg. 1, V. Mitchell suggests change sentence to "Motion may not clearly reflect what the true intent was."
- Pg. 2, Questions about what bylaws say about the appointment process. V. Mitchell suggests change sentence to "bylaws do not explicitly define verbiage for appointment or required roll call votes." V. Mitchell requested verification on the language used in that statement.
- **Pg. 3, item 8. Ongoing Business, under Board Membership, paragraph 4:** V. Mitchell requests adding "applicant should bring in during interview process" to the sentence, "suggestions were made that drivers license, water bill, etc. be a part of proof during interview process".
- Item 2. **Term 2015 Vacancy:** V. Mitchell proposes that the Board interview all four candidates and extend posting for an additional 2 weeks, until March 12, 2013 for fairness to the general community. Letters of acknowledgement need to be sent to the candidates letting them know the deadline is being extended.
- Item d. **Library Attorney Engagement Letters**
- V. Mitchell asked what the clarity was regarding this. T. Whitley states it was agreed they decided to select Foster Swift because of their Library background. V. Mitchell states to send a letter of engagement to Foster Swift securing legal representation in library matters.

**A. River motioned to approve the minutes of February 26, 2013 as revised.
Supported by T. Spurlin.**

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

Motion Carried (5-0)

4. (c) Approval of Board minutes from March 19, 2013:

- Listed are the following suggested changes:
- Under **Roll Call**- capitalize the “R” in VeRonica.
- Question 13- **Operations of the Library**, V. Mitchell states that candidate Sean Johnson made a similar reference to school board and school superintendent.
- Second page, first sentence, we lost the “a” on Angela’s name.
- Question 6, V. Mitchell states that candidate Borucki didn’t know how to answer the question but he said he was willing to learn.
- Item 14: V. Mitchell asked Mr. Borucki if he had questions for the Board.

**Moved by T. Spurlin to approve the minutes of March 19, 2013 as amended.
Supported by T. Whitley.**

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

Motion Carried (5-0)

5. (c) Financial Officer’s Report:

T. Spurlin reported that as of February 28, 2013 balance sheets, Total Assets: \$1,011,901. Total Liabilities: \$21,035. Total Liabilities and Fund Balance: \$1,041,901. Total Revenues YTD: \$444,070. Total Expenditures: \$169,068. Ending Fund Balance: \$1,020,866.

6. Public Comments:

No Public Comment.

7. Library Director’s Report:

- S. McCoy stated the guest for the next meeting is Steve Cohen, Director of Community Development.
- S. McCoy states she has petitions for elections.
- The Friend’s Group will pay for items on wish list which will go towards Youth Services.
- Staff created Twitter and Google Plus accounts for the Library.
- Fund raiser is going on for the Library and items on display.
- S. McCoy presents Hours of Operation Survey as of March 22, 2013. S. McCoy asked if the Board had any questions, comments or concerns.
- V. Mitchell said it would be great if there were more respondents to the survey. She stated that it’s very hard to get people to respond to surveys.
- River states it’s up to them as trustees to reach the people and get their interest somehow.
- V. Mitchell agreed that they need to find ways to get the community’s feedback and said they would discuss it more.
- River makes the suggestion of going door-to-door. Other suggestions included distributing flyers, going

to school districts, Farmer's Market, Summerfest, Homeowner's Associations, Heritage of the Hills, Bloomfield Orchards and mailing survey post cards. T. Whitley suggested leaving fliers at the Boys & Girls Club and local schools.

- V. Mitchell proposed suspending the Hours of Operation Survey on March 29th as planned, but think of alternate plans for distributing the survey, i.e. mail postcards or have postcards available to distribute to take advantage of getting feedback from residents.
- S. McCoy suggested getting a quote for postcards and individual mailing to residents.

8. (a) Ongoing Business:

- River requests to change line to "proof of current residency will be required".
- S. McCallister had a question about #8, #10 and #9. Is question #8 a "yes" or "no" question?
- V. Mitchell stated that you fill in the information of employer's name, employer's address and occupation.

**Moved by A. River motion to approve the Application of Library Appointment with listed revisions.
Supported by T. Whitley.**

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

Motion Carried: (5-0)

8. (b) Library Director's Evaluation:

- V. Mitchell discussed S. McCoy's annual performance evaluation.
- River suggested Director add her goals are over the next 12 months and how Trustees can support her.
- V. Mitchell had three revisions to add:
 - Page 3: Community/Public Relations title should go at the top of the page.
 - Item 1: Delete line saying "represents library in a positive professional manner".
 - Item 4: Delete line saying "maintains visibility to community and patrons".
- V. Mitchell proposes to proceed with Directors evaluation report and get feedback from all trustees by April 9, 2013, (two weeks), so that she can compile the information and have it available for our next meeting. Also, proposed that each trustee can bring one to two specific goals, either for the library or Director, for the next calendar year and we would prioritize those goals and look at the top two.

8. (c) Ad hoc Vision and Mission Update: **Tabled**

8. (d) Library Card Acquisition and Material Borrowing Policy:

- S. McCoy states her goal is to make sure all the library cards that they offer are defined for patrons and what identification we accepted in order to get a card.
- V. Mitchell asked about Item 2 stating applicant must have current driver's license. She inquired if a state ID is also acceptable. Also inquired why birth date is requested on application. S. McCoy states it is to distinguish between patrons, as some patrons may have the same name.
- Rivers concurs and also that a passport is an acceptable form of ID. It is agreed that a revision be made to include all 3 forms of ID.
- River expressed concern over 16 year olds renewing library card without parent. Also inquires about

linking child's card with parent's card in order to be up to date on fines and fees. It is agreed to change the policy to state that minor must have a parent present to renew card up to the age of 18.

- T. Spurlin suggested changing the wording to "until the age of 18".
- V. Mitchell addressed issue of a non-resident receiving a temporary library card. S. McCoy indicates this happens only once per applicant. It is a courtesy gesture.
- Under Borrowing Procedure add the three types of identifications.

Moved by A. River to approve the Library Card Acquisition and Material Borrowing Policy as amended. Supported by T. Whitley.

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

Motion Carried: (5-0)

8.(e) CIPA (Internet Use Policy & Library Access for Minors Policy) Tabled

8. (f) Cleaning Services – Update Tabled

9. New Business

9. (b) Library Board of Directors' Appointment Verbiage Tabled

9. (c) Selection of Board Candidate:

Three candidates were interviewed, Sean Johnson, Paul Borucki and Kamil Mojet'.

- **Johnson Interview:** Board discusses positive factors. A. River: he has a positive outlook, understands how Board works with the Director, has good community outreach, a lot of energy, utilizes the Library, works with young children and is on the school board.
- T. Spurlin: he was impressive and enthusiastic.
- S. McCallister: he has high energy, has utilized the Library, has IT experience, and has school board experience.
- T. Whitley: he is high tech, a good communicator.

V. Mitchell asks the Board if they have concerns or challenges with candidate Johnson.

- A. River, S. McCallister, T. Whitley have no concerns. T. Spurlin has no concerns except wonders if he would have the time to be on another Board. He is a very busy man. V. Mitchell said that he may not understand the difference in the operation of a school Board vs. this Board but it's not a big concern.

Borucki Interview: Board discusses positive factors.

- T. Whitley: he was honest when he declared there were questions he couldn't answer. He's willing to learn.
- S. McCallister: he's very strong, lives close to the Library, and is willing to learn.
- T. Spurlin: impressed that Borucki took the time to come to a meeting, is willing learn.
- A. River: he is honest, has a good financial background, and has an understanding about finances.

- V. Mitchell: likes that he is a member of the Friends Group, is committed to the Library, he asked questions and that showed his interest in the position.

V. Mitchell asks the Board if they have concerns or challenges with candidate Borucki.

- T. Whitley, T. Spurlin, S. McCallister have no concerns. A. River has a concern that he didn't know what the job entails in spite of being a member of the Friends Group. She is concerned that he didn't do any research about the position.

Mojet' Interview: Board discusses positive factors.

- A. River: likes his youth, he has an accounting background, has a good business background.
- T. Spurlin: likes that he is a business owner, is involved with the community, delegate of the Democratic party, impressed with his teaching background, and is organized.
- S. McCallister: he has good energy, he's young, is a business owner, is active in the community, he talked about different services that he would like the Library to have.
- T. Whitley: he is a delegate, a tax accountant, he is interested in youth programs, he is on another Board and could possibly do things to increase patronage.
- V. Mitchell: appreciates that he took the time to interview during busy the busy tax season.

V. Mitchell asks Board if they have any concerns and challenges with candidate Mojet.'

- A. River: feels he didn't research the Library reading programs that the Library offers especially the ones relating to diversity which he brought up. She said that the Library contains several programs relating to diversity and he would have known that if he researched it.
- T. Spurlin: feels he would be too busy during January – April tax season to devote time to the Board.
- S. McCallister: concerned about his devotion of time also, but Mr. Mojet' said he was willing to make up for it.
- T. Whitley: no concerns.
- V. Mitchell asks if additional discussion is needed to decide on a candidate. It is agreed that no further discussion is needed.

Moved by T. Whitley to appoint Sean Johnson to the Library Board of Directors for a term ending November 2015.

Supported by A. River.

Vote: Yes: V. Mitchell, A. River, T. Spurlin, T. Whitley, S. McCallister

No: None

Motion Carried: (5-0)

- Letter will go to Sean Johnson informing him of the Board's selection. Also, letters will go out to Paul Borucki and Kamil Mojet' informing them that were not selected, upon the receipt of Sean Johnson's acceptance.

Moved by A. River to adjourn the meeting.

Supported by T. Whitley.

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Vote: Yes: V. Mitchell, A. River, T. Spurlin, T. Whitley, S. McCallister
No: None

Motion Carried: (5-0)

11. Adjournment: 6:10 PM