



Auburn Hills Public Library

**APPROVED**

MINUTES FOR November 19, 2013 at 4:30 p.m.

Location: Large Meeting Room, Auburn Hills Public Library,  
3400 E. Seyburn Dr., Auburn Hills, Michigan 48326. 248-370-9466

**1. Call to Order: Vice President Angela River called the meeting to order at 4:36 p.m.**

**2. Roll Call: Present:** Angela River, Toni Whitley, Scott McCallister, Sean Johnson, and Vickie Ellis.

Also Present: Stephanie McCoy, Library Director

Guest: 9

**3. Swearing In Ceremony:**

All trustees were sworn in by the Auburn Hills City Clerk, Terri Kowal.

**4. Acceptance of the Agenda:**

**Moved by S. Johnson to accept the agenda as presented.**

**Supported by T. Whitley.**

**Vote: Yes: River, Whitley, McCallister, Ellis, Johnson**

**No: None**

**Motion Carried (5-0)**

**5. Acceptance of the Library Board Minutes from:**

a. October 22, 2013

**Moved by S. Johnson to approve the Library Board Minutes from October 22, 2013 as presented.**

**Supported by T. Whitley.**

**Vote: Yes: River, Whitley, McCallister, Ellis, Johnson**

**No: None**

**Motion Carried (5-0)**

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

T. Whitley reported that as of October 31<sup>st</sup>, 2013, Total Assets: \$946,607. Total Liabilities: \$19,724. Total Liabilities and Fund Balance: \$946,607. Total Revenues YTD: \$1,106,798. Total Expenditures: \$926,164. Ending Fund Balance: \$926,883.

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

- S. Johnson commented that he was excited to see Avondale schools participating in library activities.
- River asked S. McCoy to elaborate on item 3 under the section The Library Network/Library of Michigan/National Library regarding the legislation bill that would allow the replacement of a librarian holding a Master's Degree with a high school graduate who has worked in a library in any capacity for 10 years.
- V. Ellis thanked Director McCoy for extended library board of trustee Q & A meeting hours with the Director.

## **8. Old Business:**

### **a. Board Membership**

- i. Board Rules of Order Document
  - 1. Champion
    - A. River proposed that the board adopt and follow Michigan Compiled Law.
    - V. Ellis asked for clarification regarding what would be the official record and reference for ethics and code of conduct.
    - A. River clarified that the Michigan Compiled Law would be what the board will be adhering to.
    - S. Johnson suggested that the board recognize the statute with a motion rather than accepting a general document and stated he would recognize the Michigan Compiled Law at the December meeting.

### **b. Friends of the Library**

- Richard Sielpielski of Auburn Hills, MI spoke on behalf of the friends group.

## **9. New Business:**

### **a. Board Membership**

- T. Whitley read aloud the letter sent to the Auburn Hills City Clerk, Terri Kowal from President of the Library Board of Trustees, VeRonica Mitchell, which states her resignation from the Library Board of Trustees.

**Moved by T. Whitley to accept the resignation of VeRonica Mitchell as submitted.**

**Supported by V. Ellis**

**Vote: Yes: River, Whitley, McCallister, Ellis, Johnson**

**No: None**

**Motion Carried (5-0)**

### **b. Nomination of Officers**

- A. River suggested that the board nominations be put on hold until the December 2013 meeting.

- V. Ellis agreed with the suggestion to move the nominations in December because she is new to the board and would like more time to understand the roles and responsibilities of the officers.
- Anne S. recommended that the board amend Article 2, section 2.2 of the by-laws to read “election of officers at the annual meeting in December” instead of November. In order to change the by-laws the board must waive Article 7 of the by-laws and adjourn the meeting for 72 hours to review the by-laws.
- The Board agreed to waive the 72 hour notice period.

**Moved by T. Whitley to waive the 72 hour notice requirement to move the election of officers to December.**

**Supported by S. Johnson**

- **Discussion occurred.**

**Vote: Yes: River, Whitley, McCallister, Ellis, Johnson**

**No: None**

**Motion Carried (5-0)**

**Moved by S. Johnson to amend Article 2, section 2.2 (Elections) of the by-laws to officers shall be elected annually at the annual meeting in December.**

**Supported by T. Whitley.**

**Vote: Yes: River, Whitley, McCallister, Ellis, Johnson**

**No: None**

**Motion Carried (5-0)**

#### **c. Library Board Meeting Schedule**

- A. River asked if anyone has any thoughts about 2014 meeting dates.
- S. Johnson asked if meetings can start later than 4:30 p.m., perhaps 5:00 p.m.
- A. River proposed a change in meeting times for the dates of February 25, 2014, May 20, 2014, and August 26, 2014 for 7:00 p.m.
- A. River stated that she has no objections to the meetings beginning at 5:00 p.m.

**Moved by V. Ellis to accept the recommended 2014 schedule with, the recommended changes, with the exception of the later dates specified by A. River and to amend the meeting time from 4:30 p.m. to 5:00 p.m.**

**Supported by S. Johnson**

**Vote: Yes: River, Whitley, McCallister, Ellis, Johnson**

**No: None**

**Motion Carried (5-0)**

#### **e. Orientation of Library Board Members**

- 1. Gary Barnes & Michelle Shultz, City Finance Department**

- Gary Barnes and Michelle Schulz from the City of Auburn Hills' Finance Department give an overview of city budget.
- A. River clarified that the library is a separate entity and the library board of directors are the governing body of the library and its budget.

## **2. Anne Seuryneck, Library Laws**

- Attorney Anne Seuryneck discussed the responsibilities and obligations of the library board, public library establishment, public library trustee ethics, review of civic group relationship with the Library, public comment protocol and social media protocol. All Library Board members must adhere to library policies.

## **10. Public Comments:**

The Library Board of Trustees welcomes public comments; speakers will have a maximum of five (5) minutes to address the board. Each speaker shall state name and address for the record before making comments.

- Jan Mitchell of Auburn Hills, MI commented on the new volunteer policy and stated that it is not relevant to the friends of the library group and they are exempt from the policy.

## **11. Comments from the Board (Communications):**

- S. Johnson suggested that the board have workshops.
- S. Johnson suggested that a forum be created to discuss different issues.
- S. Johnson stated that he would be in favor of no longer having Conversation with the Board meetings.
- V. Ellis expressed her thanks and excitement for becoming part of the Library Board.
- T. Whitley welcomed the new board member and hopes to get many things accomplished in the upcoming year.
- A. River thanked everyone on the board for committing to their positions. A. River thanked S. Johnson for his suggestion to create a forum for the public to give feedback and how important it is for public to attend these scheduled forums. A. River also brought attention to an item on the agenda that was tabled until December, the proposed Library closing dates.

## **12. Adjournment:**

**Motion by T. Whitley to adjourn the meeting at 6:48 p.m.**

**Supported by S. Johnson**

**Vote: Yes: River, Whitley, McCallister, Ellis, Johnson**

**No: None**

**Motion Carried (5-0)**