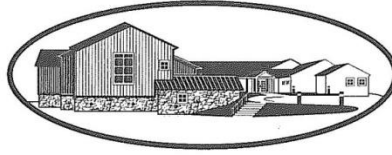


Approved



Auburn Hills Public Library

APPROVED

MINUTES FOR October 22, 2013 at 4:30 p.m.

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

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, Toni Whitley, and Tina Spurlin.
Trustee Johnson arrived at 4:42 pm.
Trustee McCallister is absent.
Also Present: Stephanie McCoy, Library Director
Guest: 2

3. Acceptance of the Agenda:

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

Supported by T. Whitley.

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

Motion Carried (4-0)

4. Acceptance of the Library Board Minutes from:

a. September 24th, 2013, Regular Meeting:

Moved by A. River to approve the minutes of September 24th, 2013 regular meeting as submitted.

Supported T. Spurlin.

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

Motion Carried (4-0)

b. October 1st, 2013, Special Meeting:

Moved by A. River to approve the minutes of October 1st, 2013 special meeting as submitted.

Supported by T. Whitley.

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

Motion Carried (4-0)

Approved

5. Financial Officer's Report:

T. Spurlin reported that as of September 30th, 2013, Total Assets: \$1,033,452. Total Liabilities: \$17,482. Total Liabilities and Fund Balance: \$1,033,452. Total Revenues YTD: \$1,103,652. Total Expenditures: \$833,931. Ending Fund Balance: \$1,015,970.

6. Public Comment:

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.

- Janet Mitchell of Auburn Hills gave report on the results of the October book sale.
- Scott Bicknell of Auburn Hills thanked the board for sending him a copy of the old 2006 donation material policy. He discussed book donation inventory.

7. Library Director's Report:

- S. McCoy highlighted the fire drill on October 10th, October Special Events, and annual Staff In-Service Day.
- S. McCoy received feedback from Plante Moran regarding questions that were asked during public comment regarding the silent auction and donation letters sent to bidders. Library Director did receive permission from the President of the Friends of the Library to use their 501 (c) (3) status if needed.
- A. River expressed a concern that in doing donation letters it should be stated to check with their CPA, they'll know the IRS guidelines.

8. Ongoing Business:

a. Board Membership:

i. Board Rules of Order Document:

1. Champion
 - Item is still on hold.

b. Employee Resolution Process Policy/Employee Review Process

Motion by A. River to adopt the resolution as presented.

Supported by S. Johnson.

Vote: Yes: Mitchell, Spurlin, Johnson, River, Whitley.

No: None.

Motion Carried (5-0)

Approved

c. Friends of the Library

- T. Whitley expressed her concern regarding the relationship between the Library and the Friends of the Library. She stated that there has been a lot of miscommunication and hostility and she does not see progress. She stated that disbanding the Friends of the Library Group should be a topic of discussion.
- V. Mitchell also agreed that there has been miscommunication and stated that both the Library Board and the Friends have room for improvements in this area.
 - River stated that her concern, outside of communication, is that new policies are being put in place that is inclusive of all civic groups, and they are not being followed, which is a liability issue.
- S. McCoy stated that the relationship between the Library and the Friends Group started off very well and as of May 2012 turned ugly to point where Board members, the Library Director and staff are being disrespected and is in fear of being misquoted when speaking to the Friends.
- S. McCoy asked if there is an official process in place to dissolve the Friends Group.
- V. Mitchell stated that there is not and the Director would need to research that and bring a proposed policy to the board.
- V. Mitchell communicated that dissolving the Friend's Group is not a Board of Trustees decision. She reminded the Board that a Trustee vote was not taken to establish the Group, nor should one be taken to dissolve the group in her opinion. The Board would look to the Director for a recommendation in this area.
- Trustee Johnson commented that he also saw opportunity for improvement, but appreciated the funds the Friends earned on behalf of the Library and would like to see them continue.
- Trustee Spurlin communicated that she also feels the group adds value and if this is merely a communication and personality issue we should be able to work through it.
- V. Mitchell commented that both the Friends and the Trustees need to have stronger adherence to the by-laws in reference to having regular representatives attend meetings, and asked that all Trustees make an effort to attend meetings and activities of the Friends Group. She also shared the next Friends monthly meeting is Thursday the 24th at 2:00 PM, and the November annual meeting is the 21st at 7 PM.

d. Millage Tax Rate Public Hearing

- V. Mitchell states she would like to have read into the minutes the resolution from the Clerk regarding the millage amount.
- T. Whitley reads:

“At a regular meeting at the Library Board of the City of Auburn Hills, Oakland County, MI, held in the Library's conference room at 3400 E. Seyburn, Auburn Hills, MI 48326 at 4:30 p.m. on the 24th day of September, 2013;

The following resolution was made by Board Member River and Supported by Board Member Whitley:

Whereas the Library Director has prepared and submitted to the Library Board the proposed 2014 Budget; and

Whereas, the Proposed Budget approved by the Library Board includes a certain tax rates;

NOW THEREFORE, be it resolved that the Library Board of the city of Auburn Hills certifies that the tax rate to be levied for the Library of the City of Auburn Hills on the December 2013

Approved

tax row is: Operating in General Purposes .7041 mills. Ayes: River, Whitley, McCallister, Spurlin, Mitchell. Nays: None. Absent: Johnson, Abstentions: None.

State of Michigan, County of Oakland, I, the undersigned, duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County Michigan; do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Library Board held on the 24th day of September 2013, the original of which is in my office.

IN WITNESS WHEREOF, I have here hereunto affixed my official signature on this 29th day of September 2013. Terri Kowal, Auburn Hills City Clerk.

- V. Mitchell states she will open a public hearing at 5:00 p.m.
- S. Bicknell, of Auburn Hills, asked about how the millage authorized by the citizens of Auburn Hills.
- V. Mitchell answers that is done through a vote.
- S. Bicknell of Auburn Hills then asked if the millage rate fixed and when was the last time it was increased.
- V. Mitchell answers it has been the same since she has served on the Board, 2010.
- S. Bicknell then states he will take the opportunity to say that he has no idea what the Board has been talking about in the meeting. **(reference the agenda topic regarding the Friends of the Auburn Hills Public Library).**
- V. Mitchell says they are only taking comments or questions about the millage rate.
- V. Mitchell inquires if there are any other comments regarding the millage rate, being none the public hearing was closed at 5:03 PM.

9. New Business:

a. Solicitation Policy-Draft

- V. Mitchell states that she would like to revise item 1 under "Procedure", where it is stated "annoys customers". Would like to change to "patrons".
- A. River is in agreement with the policy, and moves to adopt it as revised. It is seconded by T. Whitley.

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

No: None.

Motion Carried (5-0)

10. Comments from the Board

- S. Johnson apologizes for missing the last meeting. His work schedule has been very hectic. He appreciates the honesty in the discussion portions in the meeting. Each person brings something different to the table and he wants to keep things open and honest amongst themselves. Wants to keep the lines of communication open.
- A. River states she thinks staff does a great job when there are incidents at the Library.
- It is T. Spurlin's last meeting. V. Mitchell thanks her for her dedication and heading up the Mission and Vision Ad Hoc Committee. She appreciates the balance Ms. Spurlin has brought to the Board and thanks her for serving.
- V. Mitchell commented that the October 19th Halloween Youth event went very well and asked that the staff been commended for their efforts. She also stated it was great to see staff participating at the Home Coming Parade and at the Hawk Woods Festival.

Motion by to adjourn the meeting at 5:08 pm.

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

No: None

Motion Carried (5-0)