



Auburn Hills Public Library

**APPROVED**

SPECIAL MEETING MINUTES FOR September 10, 2013 at 6:45 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 6:45 p.m.**

**2. Roll Call:** Present: VeRonica Mitchell, Angela River, Toni Whitley, Tina Spurlin, and Scott McCallister.  
Also Present: Stephanie McCoy, Library Director  
Trustee Johnson has an excused absence.  
Guest: 2

**3. Acceptance of the Agenda:**

Motion to approve the agenda.

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

**Supported by T. Spurlin.**

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

**No: None**

**Motion Carried (5-0)**

**4. 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. Comments requiring a response from the Board will be addressed in writing within two (2) weeks of the meeting at which they were made.

- Jan Mitchell, Auburn Hills, stated that she is anxious about having the donation policy accepted and donations again being accepted. The purpose of the Friends of the Library is to bring in revenue for the Library and that is done primarily through the sale of books; which cannot be done when there are hardly any books to sell. Sales this year will be drastically reduced. They would also like the operation of the bookstore reinstated.

**5. Ongoing Business:**

a. Volunteer Review

- V. Mitchell stated that it has been decided to keep the background check requirement, but there were still some questions regarding the written application and interview process for volunteers. She stated that the interview part seems a bit extensive and that the questions asked in the interview are very similar to the questions in the application. She also felt that requiring interviews would be additional work on the staff.
- T. Spurlin stated that a formal interview would not be necessary. The questions that are asked for the interview can be answered in informal conversation when the person makes contact and expresses interest in volunteering.
- A. River stated she felt the same way and that whoever does the intake will be responsible for asking those questions in an informal manner. She also expressed concern with making the application fit on one page. She went on to suggest a variety of ways in which to shorten the application to fit everything on one page.
- T. Whitley suggested that eliminating the “grade” line would also free up some space.
- V. Mitchell stated that Director McCoy should be able to make some adjustments to fit the application on one page.
- S. McCoy stated yes she will.
- V. Mitchell stated that one thing she did not notice that is in the volunteer program is how financial funds that are involved with volunteers are to be handled. There should be a protocol in place for volunteers collecting funds on behalf of the Library.
- S. McCallister inquired as to why a volunteer would be involved in a funds transaction.
- V. Mitchell stated for instance there was an instance with the book donation area. There are volunteers who collect donations. In this case, 100% of those funds come back to Library in some form, but there’s no system in place to track those transactions and show that the funds are coming back to the Library. If the Library were audited, the Library doesn’t currently have any accounting measures to show that.
- T. Whitley stated that there were people not employed with the Library had keys to the library donation box and that needs to be addressed.
- S. McCoy asked the board if they want a policy drafted which includes accounting measures.
- V. Mitchell asked if the volunteer program is an appropriate place to put that.
- S. McCoy stated that she will see if it fits into the volunteer program.
- A. River stated that it should be addressed in the policy and possibly captured in the volunteer program as well. It would be more appropriate for it to be addressed primarily in the policy versus just the volunteer program.
- S. McCoy asked if it could be captured in the solicitation policy as well.
- A. River brought up the point that yes it may be an appropriate spot because the Library does not allow services for profit offered on Library property, but the policy does not say that someone couldn’t give a donation to the Library for a service ( for example, tutoring).
- S. McCoy asked if this addition can be captured in the guidelines and procedures of donations.
- V. Mitchell stated that yes, it is an option. She asked Director McCoy if she can revise the volunteer policy to include the accounting measures information for the September 24<sup>th</sup> meeting.

- S. McCoy stated yes she can.

**6. Re-location of Library Board Meetings:**

- Due to a change in meeting dates and times for the Planning Commission in City Hall, the Board no longer has after-hours lockup in place for Library Board meetings. An option is to move meeting dates and times to coincide with the Planning Commission meetings or another option is to relocate board meetings to the Library if it does not conflict with programs or activities.
- S. McCoy stated that there is no conflict. The small conference room is already reserved in case the board votes to relocate the meeting.

**Motion by A. River to relocate the Auburn Hills Public Library Board meetings back to 3400 E. Seyburn Dr., Auburn Hills, MI for the remainder of 2013, as of September 24<sup>th</sup>, 2013.**

**Supported by T. Whitley.**

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

**No: None**

**Motion Carried (5-0)**

**6. Comments from the Board:**

- No comments made by the board

**7. Adjournment:**

**Motion to adjourn the Special Meeting at 7:02 p.m. by T. Whitley.**

**Second by A. River.**

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

**No: None**

**Motion Carried (5-0)**