



Auburn Hills Public Library

**APPROVED**

MINUTES FOR September 24, 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 McCallister arrived at 4:34 pm.

Trustee Johnson is absent (Excused).

Also Present: Stephanie McCoy, Library Director

Guests: 3

**3. Acceptance of the Agenda:**

Motion to accept the agenda.

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

**Supported by T. Spurlin.**

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

**No: None**

**Motion Carried (4-0)**

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

**a. September 10, 2013, Budget Hearing:**

- V. Mitchell noticed on the second page, 5<sup>th</sup> bullet down, insert "inconsistent posting".
- A. River stated that "s" should be removed from her last name, on the third page

**Moved by A. River to approve the minutes of September 10<sup>th</sup>, 2013 Budget Hearing as revised.**

**Supported T. Whitley.**

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

**No: None**

**Motion Carried (4-0)**

**b. September 10<sup>th</sup>, 2013, Special Meeting:**

**Moved by A. River to approve as submitted.  
Supported by T. Whitley.**

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

**Motion Carried (4-0)**

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

T. Spurlin reported that as of August 31<sup>st</sup>, 2013, Total Assets: \$1,137,289. Total Liabilities: \$27,839. Total Liabilities and Fund Balance: \$1,137,289. Total Revenues YTD: \$1,104,264. Total Expenditures: \$741,063. Ending Fund Balance: \$1,109,450

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

- Alice Kowalski of Rochester Hills voiced a concern regarding tax donation documentation that was sent to successful bidders from the Silent Auction held earlier this year. She shared an example letter for the Board's review.
- Scott Bicknell of Auburn Hills stated he attended his first Library board meeting on August 27<sup>th</sup>. He found it interesting enough that he decided to run as a write-in candidate. He expressed multiple questions regarding the Donation Policy and commented on the references made to the contracted cleaning services by Trustees at previous meetings.
- Jan Mitchell of Auburn Hills expressed feedback regarding the recent changes to the Donation Policy.

S. McCallister Arrives at 4:34 PM

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

- S. McCoy asked if there were any questions regarding her report.
- A. River asked why the Library needed to shut down while the Library generator was being fixed.
- S. McCoy stated that it was necessary because there was no power.
- T. Whitley asked if Director McCoy would be attending the ribbon cutting ceremony on October 3<sup>rd</sup>.
- S. McCoy stated yes she will be attending.

- V. Mitchell, T. Whitley and A. River also said they would attend.
- V. Mitchell asked how much notice was given regarding the power shut-off.
- S. McCoy stated the building manger called the morning of September 3<sup>rd</sup> and one of the staff members asked him to wait until the 4<sup>th</sup>.
- A. River asked about the September 11 – 16 website issue.
- A. River asked if the Library was looking into accepting credit cards and if the Library looked into G2G Cloud services.
- S. McCoy said she and the coordinators had a meeting regarding G2G Cloud services representative and the City is open to the Library participating in this service as well, but would like to research another merchant company called ETS, which is used by the Recreation Department, to compare services/fees.

## **8. Ongoing Business:**

### **a. Board Membership:**

#### **i. Board Rules of Order Document:**

##### **1. Champion**

- This item was tabled

### **b. Board of Director's November 19<sup>th</sup> Orientation & Training Topics**

- Potential topics for training are as follows:
  - Public Library Establishment, Review of Board Roles and Responsibilities
  - Public Library Trustees: Ethics
  - Review of Civic Groups Relationship with the Library
  - Social Media Protocol for Library Board Trustees
  - Public Comment Protocol
  - Open Meetings Act-Overview
  - Michigan Privacy Act-Overview
  - Freedom of Information-Overview
- A. River asked for Conflict of Interest to be added under the Public Library Trustees topic.
- V. Mitchell stated that the other potential topic would be a review of Robert's Rules of Order.
- S. McCallister asked if a budget review could be added to put some definitions on line items.
- V. Mitchell said that would be a good training item, but Foster, Swift and or the Finance Director should be included.
- V. Mitchell asked S. McCoy to follow up on that request.
- T. Whitley asked if the Friends of the Library could be added under the topic Review of Civic Groups Relationship with the Library.

### **c. Library Board By-Laws**

**Moved by A. River to approve the by-laws as submitted.**

**Supported by T. Whitley.**

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

**No: None**

**Motion Carried (5-0)**

**d. Employee Resolution Process Policy/Employee Review Process**

- Item has been tabled.

**e. Volunteer Program & Policy**

- V. Mitchell asks if there are any questions or concerns.
- A. River has a question regarding home delivery volunteers. Does Library share volunteers from the Community Center?
- S. McCoy states some volunteers are shared with the Community Center and they do a full screening.
- V. Mitchell asks where it is stated in policy about a criminal background consent form for adults 18 years of age and older.
- S. McCoy says that statement is not included and V. Mitchell says it should be added.
- A. River questions whether or not volunteers under the age of 18 should be screened in a background check since they are capable of acts of violence at a young age and she would want to be aware of any issues.
- The Board discussed the Merits and Concerns pertaining to revising the age of background checks from 18 to 16
- T. Whitley says she would prefer to leave it at age 18.
- V. Mitchell states she is still opposed to background checks under the age of 18 but will go with the majority who wish to see the policy changed to background checks should be made on those 16 years of age and older. No other revisions were named.

**Moved by A. River to approve Volunteer Policy as amended.**

**Seconded by T. Spurlin.**

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

**No: T. Whitley, V. Mitchell**

**Motion Carried (3-2)**

**9. 2014 Budget:**

**a. Budget Proposal:**

- Late development budget changes have been made. V. Mitchell asks Director McCoy to give a highlight on what happened this afternoon.
- S. McCoy states she received requested projections from the City regarding 1%, 2%, 3% and 4% employee increase projections for the years 2015-2018.
- V. Mitchell asks if these projections impact the proposals they have for 2014.

- S. McCoy says they do since she has not had an opportunity to review the budget changes provided by the Finance Department and the Board had questions about the phone bill, Interfund and Administrative Charges.
- V. Mitchell stated she had an opportunity to attend the City's budget workshop and there were late developments as well. V. Mitchell communicated in light of the forthcoming changes to the budget it is premature to vote upon the current draft and a subsequent special meeting will need to be called to address this agenda item.

**b. Millage Rates Adoption:**

- S. McCoy states that if the Board agrees with the language that the operating journal proposes of the millage, she will fill in the blanks and they can vote at the next meeting.
- V. Mitchell asks Director McCoy if she anticipates any further changes. No further changes are anticipated
- V. Mitchell states they will proceed to take a vote.

**Moved by A. River to accept the resolution to adopt the millage rate for the 2013 tax roll.**

**Seconded by T. Whitley.**

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

**No: None**

**Motion Carried (5-0)**

V. Mitchell wants to set a date for a meeting next week to review the budget. Everyone agrees to Tuesday, October 1, 2013 at 4:30 p.m. to discuss the approval of the 2014 budget. V. Mitchell asks Director McCoy if they can have the small meeting room. S. McCoy will check the calendar and send an email to the Board to confirm the location.

**Moved by A. River to add a Special Meeting to the calendar.**

**Seconded by T. Whitley.**

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

**No: None**

**Motion Carried (5-0)**

**10. New Business:**

**a. Comments from the Board**

- T. Spurlin no comment.
- S. McCallister asks about the orientation agenda – is it just for new board members who come on the board, will training and orientation be at the same time as election or be separate.
- V. Mitchell clarifies that orientation for new Trustees is typically done 4<sup>th</sup>

quarter of election years, and differs from the additional planned training that the Board has scheduled in November. This is something new and was added to improve our knowledge and effectiveness as Trustees.

- A. River states a concern about Friends Group verbiage in the *Auburn Review* where they say “Auburn Hills Public Library is proud to announce the Friends of Auburn Hills.” Even though she appreciates the Friend’s Group, the Library does not endorse one person or group over another. She feels this statement gives the impression to others that the Library endorses certain groups over others.
- The Board discussed having the Friends and the Director work together to draft language that is more agreeable to the Trustees, Staff, and the Friends group
- A. River would like to update the Solicitation Policy for the next Board Meeting.
- S. McCallister asks what the issue is with the Solicitation Policy. It is stated by S. McCoy and A. River that the policy is a City policy that was accepted by the Library Board but needs to be updated and tailored to the Library.
- V. Mitchell states that the city council expressed an interest in a joint session with the Library Board. She has a draft of the agenda from the City Manager’s office and has made adjustments to be in line with Library’s needs. It is still in draft form and she asks for any feedback from board members, dates and times in which the meeting could take place.
- S. McCallister asks if the Board will be merging its’ meetings together with City Council from now on or if this is a onetime request.
- V. Mitchell states that she believes this is a onetime request. She is not looking for a merger between the two boards or an on-going activity. She states that the agenda is posted in the packet. City council requested meeting on a Monday evening which that does not have a City Council meeting scheduled. Potential meeting dates are Oct. 28, Nov. 4, 2013.
- T. Whitley suggests that since a joint meeting has never been requested before, they should wait to set a date after the election and new trustees are elected.
- A. River acknowledges this as a good idea. The Board discusses potential dates, consensus is to offer Oct. 28 and Nov. 4, also communicating the feedback of the Board to wait until after the election, then proposing the date of Dec. 9, 2013.
- In response to a question received outside of a meeting V. Mitchell clarified that donation checks should be made out to the City of Auburn Hills c/o the Auburn Hills Public Library. Checks should not be made out for services on the Library’s behalf and they should not be made out to Library employees. In response to concerns made regarding the revised donation policy V. Mitchell clarified Library policies primarily and firstly support the operation of the Library. If there are supplemental benefits to policies we want to take

advantage of those but the Library is not in the business selling books and Library policies are not authored to optimize the sale of books.

**Moved by T. Whitley to adjourn the meeting at 5:25 p.m.**  
**Seconded by A. River**

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

**No: None**

**Motion Carried (5-0)**