



Auburn Hills Public Library

**APPROVED**  
**MINUTES FOR May 21, 2013**

Location: Small Conference Room, Auburn Hills Public Library  
3400 E. Seyburn Drive  
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  
Also Present: Janet Mitchell, President, Friends of the Library  
Also Present: Alice Kowalski, Treasurer, Friends of the Library  
Trustee Johnson arrived at 4:40 p.m.

3. **Acceptance of the Agenda:**

Moved by A. River to approve the agenda.

Supported by T. Whitley.

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

Motion Carried (5-0)

4. **Approval of Board Minutes from April 23, 2013:**

V. Mitchell: Identify under also present, City Clerk Terri Kowal, and Director of Community Development, Steve Cohen.

Moved by A. River to approve the minutes of April 23, 2013 with the listed additions.

Supported by T. Spurlin

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

Motion Carried (5-0)

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

T. Spurlin reported that as of April 30, 2013, Total Assets are \$1,442,405. Total Liabilities are \$22,394. Total Liabilities and Fund Balance is \$1,442,405. Total Revenues YTD are \$1,025,511. Total Expenditures YTD are \$351,749. Fund Balance YTD \$1,420,011.

6. **Public Comments:**

- None.

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

- S. McCoy reminded the board that Karen Adcock will be at the June Meeting to do a presentation.
- S. McCoy stated that the library received State Aid funding, in the amount of \$5,336.04.
- S. McCoy stated the silent auction was a great success. We raised approximately \$1000.
- S. McCoy stated the proceeds from the silent auction will go towards the Summer Reading Kick Off. There will be food, entertainment, and artist. The event is in need of volunteers. S. McCoy extended an invitation for board members to volunteer for the Summer Reading Kickoff Event.
- V. Mitchell asked if 2:00 p.m. is the correct time for the event
- S. McCoy stated yes it is the correct time
- T. Whitley asked if S. McCoy should be contacted if a board member is interested in volunteering
- S. McCoy stated, yes.
- S. McCoy asked if there are any questions, comments, or concerns regarding her report
- V. Mitchell asked if any high level learning came out of the discussion concerning the April 26<sup>th</sup> Directors' Summit.
- S. McCoy stated the metric system was discussed. What story does it tell? Are we collecting the correct data? How is our library using that data? It was like a think-tank for public Library Directors to have a discussion and to figure out what will the statistics collected be used for besides State Aid. Can the statistics they be used for something else, such as, future planning?
- V. Mitchell asked if there are any changes that should be made based on the conversation or is it premature to say that.
- S. McCoy stated it's premature. More information will be given as the year progresses.
- V. Mitchell asked what time is the Ad hoc meeting on the 18<sup>th</sup>.
- T. Surplin stated, 2:00 p.m.
- V. Mitchell stated that she is very impressed with not only the increase in circulation, but also the recent increase in actual patron door counter activity. An approximate 45% increase from April of 2012 to 2013 is noted.

## **8. Ongoing Business:**

### **(a) Board Membership:**

#### **1. Board Rules of Order Document- Tabled**

##### **1. Library Board Appointment Verbiage:**

- A. River suggested that verbiage should be consistent and standard verbiage should be used for all motions that appoint individuals to vacant board seats.
- V. Mitchell stated that she appreciates the reference material provided by A. River. Writing motions out on the agenda will be beneficial. She would also prefer for motions to come from the floor.
- V. Mitchell recommends that the language to be used when appointing a new trustee will be as follows: "I motion to appoint \_\_\_\_\_ for trustee vacancy, term ending \_\_\_\_\_."

**Consensus to make standard verbiage for future motions**

## **(b) Performance Appraisal**

### **1. Ad Hoc Mission and Vision Survey:**

- T. Spurlin stated that the survey will be sent out to the public and it contains about six questions. The survey will run starting Monday, May 27, 2013 through June 30, 2013. The ad hoc committee will meet again on June 18<sup>th</sup> to discuss results of the survey.
- S. McCoy stated that she received a feedback from the staff and there was a request to switch questions 4 and 5. No objections to the suggestion were noted.

### **2. Director's Appraisal**

- S. McCoy requested to go into closed session.

**Moved by A. River to go into closed session**

**Supported by S. Johnson**

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

**No: None**

**Motion Carried (6-0)**

Library Board adjourned to Executive Session at 4:50 p.m.

Library Board reconvened the regular meeting at 5:01 p.m.

## **(c) Cleaning Services Update:**

- S. McCoy reminded the Board of Trustees that the city elected to offer cleaning services via a contract company. The company selected was Krystal Cleaning, and the Library was identified by the city as a pilot location. The change began on 15 March 2013.
- S. McCoy expressed multiple concerns regarding recent experiences with Krystal Cleaning.
- A. River asked if a copy of Krystal Cleaning's liability policy was given to the board.
- S. McCoy stated no, it was not given to the board.
- J. Mitchell asked if there is a problem with Friends of the Library putting out their box of discarded books.
- S. McCoy stated the new cleaning company will not remove the box of discarded books.
- V. Mitchell expressed concerns with not having cleaning services available during the weekends.
- V. Mitchell requested the Director research the cost associated with securing an alternate source for cleaning services.
- S. Johnson asked what the decision making process was in choosing the Krystal Cleaning company?
- V. Mitchell and A. River stated that the board was not involved in the decision making process regarding this issue.
- S. McCoy stated she is concerned about the fact that the staff has put in more of an effort to make up for a lack of cleaning. A city worker cleans her office once a week and only vacuums.
- A. River asked how the shelves are looking.
- S. McCoy stated the company has a schedule for dusting.
- S. Johnson asked if the contract is annual.
- A. River stated that the library is being used as a pilot in using Krystal Cleaning.

## **(d) Library & Personnel Policies:**

### **1. 30-60 Employee Resolution Process**

- V. Mitchell prefaced the discussion by stating that the policy being reviewed is the current policy used by the city and has been reviewed and adjusted for the library.
- After reviewing the proposed modifications to the policy the Board agreed by consensus to have

the attorney review the draft Employee Resolution Process prior to proceeding with the approval.

## **2. CIPA -Computer & Internet Use Policy**

- S. McCoy stated the new policy will be named Computer & Internet Use Policy and has been updated to comply with CIPA policies.
- S. McCoy stated the filtering system has changed. It was previously filtered by age to protect minors. Computers are all filtered the same. Patrons can request for filter to be removed from their computer.
- S. McCoy stated that safety and security of minors was covered in the policy.
- S. McCoy stated that a disclaimer was added to the policy in regards to the library's liability for patron electronics.
- V. Mitchell asked if there have been any challenges with the time limit for computer use.
- S. McCoy stated that as of now there are no issues. If in the future, problems with the time limit occur due to the new software and computer upgrades, then it will be brought to the board to make necessary changes.

### **Motion by A. River to accept Computer & Internet Use Policy**

**Supported by T. Whitley**

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

**No: None**

**Motion Carries (6-0)**

## **9. New Business:**

(a) 2013 Friends of the Library Presentation

- J. Mitchell stated the Friends of the Library had two book sales this year at the library. The used book room has been maintained on the second floor of the library. They've participated in Summer Fest, National Night Out, and recently had a sale at the community center.
- J. Mitchell stated that off-site events are the most challenging to participate in due to a lack of volunteers and member participation.
- J. Mitchell stated that the sale at the community center was not very successful. The total revenue from both days of the sale was \$49.75.
- V. Mitchell asked what the typical sales are for a book sale
- J. Mitchell stated that the book sales in the library bring in between \$1500 - \$2000. The book room makes roughly \$250 a month. The book room is maintained at least twice a week. Summer Fest sales totaled \$133.56 over two days.
- J. Mitchell stated that they have looked into online sales, but the group does not have enough volunteers to maintain it.
- A. River asked how many members they have.
- J. Mitchell stated they have 80 members as of today.
- T. Whitley suggested that the Friends of the Library put the library board on their email list so that the board can be aware of volunteer needs.
- A. River and V. Mitchell agreed with the suggestion provided by T. Whitley.
- V. Mitchell referenced a need to clarify a statement included in the May 6<sup>th</sup>, 2013 draft minutes from the City Council meeting. The minutes indicated an 'Honorary Council' membership status being available to City Council members. President J. Mitchell, indicated no such membership category is available, and perhaps the comment was made in reference to the Corporate Membership status? V. Mitchell indicated the comments stated the membership cost was \$10, which did not align with the Corporate Membership category. A. Kowalski believed the comment to be referencing the Senior Membership category. V. Mitchell requested J. Mitchell address the misunderstanding by sending a letter to City Council clarifying the different membership categories.
- V. Mitchell stated that there are opportunities for enhanced communication that should be explored. She

suggested having a board liaison identified to support FOAHPL meetings and activities.

- V. Mitchell suggested that J. Mitchell come meet with the board on a six month interval instead of a yearly basis. She will look into asking neighboring companies about volunteering with FOAHPL.

#### **10. Comments from the Board:**

- A. River requested that the board send a resolution to the city council about the support the board has received from the community to publicly acknowledge that.
- V. Mitchell stated she is open to the idea, but would like an opportunity to further research.
- V. Mitchell stated the filing deadline to continue serving on the board was May 14<sup>th</sup>. She thanked those who submitted petitions and those who have served on the board but have chosen not to run again.
- V. Mitchell stated that the board will try to get trustee training put in place and cautions the board about social media usage and suggests that the board members use a separate email account for board business.
- V. Mitchell informed the board that city council has requested a joint meeting with the library board. Questions were asked regarding the request, by consensus the board agreed to research the Michigan and Michigan Library Association guidelines, procedures, and recommendations pertaining to elected Library Boards meeting with other elected bodies prior to having further consideration regarding the request.
- V. Mitchell stated that she has two letters of communication. ~~One is from the Secretary of the Friends of the Library and the other is in reply to that letter from VeRonica Mitchell and Angela River.~~ Both letters were entered into the minutes.

#### **11. Adjournment:**

**Moved by A. River to adjourn the meeting at 6:10 p.m.**

**Supported by T. Whitley.**

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

**No: None**

**Motion Carried (6-0)**