



Auburn Hills Public Library

APPROVED

MINUTES FOR June 25, 2013

Location: Administrative Conference Room, City Hall
1827 N. Squirrel Road
Auburn Hills, Michigan 48326

1. Call to Order: President VeRonica Mitchell called the meeting to order at 4:32 p.m.

2. Roll Call: Present: VeRonica Mitchell, Angela River, Tina Spurlin, Sean Johnson
Also Present: Stephanie McCoy, Library Director
Also Present: Karen Adcock, Director of Senior Services
Also Present: Michelle Watterworth, Plante Moran
Also Present: Justin Cobalt, Plante Moran
Trustee Whitley has an excused absence
Trustee McCallister arrived at 4:35 p.m.

3. Acceptance of the Agenda:

Move items 9 (c) and 9 (d) after #4 Approval of Board Minutes.

**Moved by A. River to approve the agenda as revised.
Supported by S. Johnson.**

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

Motion Carried (4-0)

4. Approval of Board minutes from May 21, 2013:

**Moved by A. River to approve the minutes of May 21, 2013 as revised.
Supported by T. Spurlin.**

**Vote: Yes: Mitchell, River, Spurlin, Johnson, McCallister
No: None**

Motion Carried (5-0)

9. New Business:

(c) Senior Services Presentation, Director of Senior Services, Karen Adcock

(d) Plante Moran 2012 Audit Report

- A. River requested a dollar amount of the journal entry that reduced receivable and related deferred revenue.
- A. River requested an itemized financial report of shared services with the city.

Motion by A. River to accept and approve the Library's Financial Report with Supplemental Information for the year ending December 31, 2012 and related communication report as presented by the Library's independent auditors, Plante Moran.

Second by S. Johnson

**Vote: Yes: Mitchell, River, McCallister, Johnson, Spurlin
No: None**

Motion Carries (5-0)

5. Financial Officer's Report:

T. Spurlin reported that as of May 31, 2013, Total Assets are \$1,347,334. Total Liabilities are \$29,512. Total Liabilities and Fund Balance is \$1,347,334. Total Revenues YTD are \$1,034,186. Total Expenditures YTD are \$462,613. Fund Balance YTD is \$1,317,822.

6. Public Comments:

- No public comments.

7. Library Director's Report:

- S. McCoy asked if there were any questions, comments or concerns regarding the Director's Report.
- V. Mitchell inquired about the turn out of the Adult Services Event on May 31st.
- A. River states that Judge Anderson has made a decision on the Pontiac tax levy issue.
- A. River asked about the meeting with the Friends of the Library in regards to the policies and procedures for the book sales.
- S. McCoy stated that the president of the Friends gave a lot of feedback on the donation policy. The staff is currently drafting a policy to be put in place for donations.
- V. Mitchell stated that having more structure in that regard would be beneficial.
- S. McCoy stated that the policy, not only covers The Friends, but any civic organization the library chooses to donate books to.
- S. McCoy states that a policy for volunteers is also being put into place. Currently, there are no set procedures or guidelines for volunteers.
- S. McCoy presented name badges to board members.
- S. McCoy distributed the 2013 Library Legal Handbook.
- A. River asked if there are any suggestions in the handbook that require immediate attention.
- S. McCoy stated that there are several sections that need to be reviewed by the board.

8. Ongoing Business:

(a) Board Membership:

- V. Mitchell would like a Board of Order Document championed by a board member.

(b) Performance Appraisal:

(1) Ad Hoc Mission and Vision Committee

- Draft Mission and Vision Statement were reviewed and the board made several suggestions to be added. V. Mitchell requested that "equal access for all users" be incorporated into the mission or vision statement. The current guidelines will be incorporated in the Mission and Vision Statement. T. Spurlin will make the suggested changes and bring it back to the board for review.

(2) Hours of Operation Postcards:

- V. Mitchell stated that it may not be necessary to pay for postage for postcards.
- A. River stated that the library has enough data in regards to hours of operation.
- A. River stated that from survey results, opening library doors on Friday's is doable.
- A. River asked if there is enough funding for increasing hours of operation.
- S. McCoy stated that there is enough in the fund balance for increasing hours of operation.
- V. Mitchell would like for Friday hours to be the same as Saturday hours.
- S. McCoy stated that an increase in part time staff would be needed.

Motion by A. River to re-open the library on Friday for the hours of 10:00 a.m. – 6:00 p.m. beginning August 2013.

Second by S. Johnson

Vote: Yes: Spurlin, Johnson, Mitchell, River

No: McCallister

Motion Carries (4-1)

9. New Business:

(a) Board of Director's Email Accounts Discussion

- V. Mitchell reminds the board that the email address listed on the website is public and is susceptible to information requests. V. Mitchell has received inquiry from S. McCallister in regards to a library email account for board members.
- S. McCoy stated that the cost of obtaining a library email account for board members would be \$50 per person annually.
- V. Mitchell states that she wants Director McCoy to put a line item in the budget with a maximum of so many email accounts for board members and should any board member decide to take advantage of that, the option is available to them.

(b) Board of Director's Training

- V. Mitchell stated that the training will cover topics such as different types of libraries and recommendations for the board of trustees.
- V. Mitchell asked the board for input in regards to the date of the training.
- S. Johnson stated that summer is a busy time and it is more feasible to have the training after November elections
- V. Mitchell suggested that the training be held in December, not as a board meeting but a board workshop.

(e) July 22 Board Meeting Cancellation

Motion by A. River to cancel July board meeting.

Second by T. Spurlin

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

No: None

Motion Carries (5-0)

(f) 2014 Budget Hearing Schedule:

(1) Schedule

- V. Mitchell suggested September 10th and 17th as potential dates for the Budget Hearing.

Motion by A. River to add budgetary meeting on September 10th at 5:30 p.m. at the library.

Second by S. Johnson

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

No: None

Motion Carries (5-0)

(2) Posting Verbiage & Quote

- S. McCoy stated that the cost for publishing the Auburn Hills Public Library 2014 Budget Hearing in the Oakland Press will be roughly \$600 and will not exceed that amount.

Motion by S. Johnson to amend the budget not to exceed \$600 for the cost of publishing the AHPL 2014 Budget Hearing.

Second by T. Spurlin

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

No: None

Motion Carries (5-0)

10. Comments from the Board:

- V. Mitchell stated that she has been researching guidelines surrounding the requests for the joint meeting with City Council. She will provide more details once they are available.

APPROVED

11. Adjournment:

**Moved by S. Johnson to adjourn the meeting at 6:20 p.m.
Supported by T. Spurlin.**

**Vote: Yes: Mitchell, Spurlin, River, McCallister, Johnson
No: None**

Motion Carried (5-0)