



Auburn Hills Public Library

**APPROVED**

MINUTES FOR May 20, 2014 at 7:00 p.m.

Location: Small Meeting Room, Auburn Hills Public Library,  
3400 E. Seyburn Dr., Auburn Hills, Michigan 48326. 248-370-9364

**1. Call to Order: President Angela River called the meeting to order at 7:00 p.m.**

**2. Roll Call: Present:** Angela River, Toni Whitley, Donna Quince-Cobb, Scott McCallister and Vickie Ellis.

Absent: Sean Johnson.

Also Present: Stephanie McCoy, Library Director

**Also Present: Austin Simpson, Stenographer**

Guest: 3

**3. Acceptance of the Draft Agenda:**

a. May 20, 2014

**Motion by V. Ellis to approve the draft agenda as presented.**

**Supported by D. Quince-Cobb.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister**

**No: None**

**Motion carried (5-0)**

**4. Approval of Draft Library Board Minutes from:**

a. April 22, 2014

**Motion by T. Whitley to approve the minutes from April 22, 2014 with the following revisions:**

- **Remove "Trustee D. Quince-Cobb arrives" located under roll call, first bullet point.**
- **Correct the misspelled word "draft" under the Approval of the Draft Library Board Minutes, bullet point one.**
- **Remove "Trustee V. Ellis arrives" located under number five, Financial Officer's Report, bullet point number two.**

**Supported by V. Ellis.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister**

**No: None**

**Motion carried (5-0)**

- b. May 1, 2014
  - Discussion occurred.

**Motion by S. McCallister to accept the minutes from May 1, 2014 with the following revisions:**

- Add the purpose of the closed session, which was “attorney written legal opinion”.

**Supported by T. Whitley.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**

- c. May 8, 2014
  - Discussion occurred.

**Motion by V. Ellis to accept the minutes from May 8, 2014 with the following revisions:**

- Remove the word “forensic” under old business, beneath bullet point five and insert the word “separate”.
- Remove “RFP” and add “separate audit of the Library’s millage” to the third and final motion under Old Business.
- Discussion occurred regarding proper use of “motion dies”.
- Insert “motion dies” located under number four of Old Business, bullet point seven.
- Correct bullet point number two under Comments from the Board to read, “Angela recognized T. Whitley for receiving an award, as an Auburn Hills Community Center Senior Services Volunteer, at their annual award dinner.”

**Second by D. Quince-Cobb.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**

- d. March 25, 2014 Closed Session Minutes
- e. April 22, 2014 Closed Session Minutes
- f. May 1, 2014 Closed Session Minutes

**Motion by V. Ellis to approve the close session minutes from March 25, 2014, April 22, 2014, and May 1, 2014 as presented.**

**Supported by S. McCallister.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**

**5. Financial Officer’s Report:**

- a. April 30, 2014

V. Ellis reported as of April 30, 2014: Total assets are: \$1,424,482.35. Total liabilities are: \$21,198.70. Total liabilities and fund balance is \$1,424,482.35. Total revenues YTD are \$1,009,959.30. Total expenditures YTD are \$343,907.80. Fund balance YTD is \$746,249.21.

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

- S. McCoy highlighted the following topics: the Library was awarded the Auburn Hills Community Foundation Grant for \$1000, the annual Food for Fines Program and the Spring Book Sale. S. McCoy thanked Trustees Whitley and Trustee McCallister for volunteering at the book sale. S. McCoy would like to see the proceeds from the May book sale as well as the donations from Book Nook the month of May to be designated to the library program supplies account.
- S. McCoy gave an update on Fax24 inquiry.
- V. Ellis asked in regards to outstanding fines, if there has been any initiative to collect or pardon those fines and if so how will we communicate that.
- A. River stated she had a conversation with a couple different trustees at different libraries and she learned that this was a commonplace at other libraries. They hired an outside collection agency based on a polite fee. She wondered where the library falls in regards to the amount of outstanding fees. She feels that it is a substantial amount and that we have options to address it and would like suggestions from the Director.
- S. McCoy said a collection agency is going to cost money for the library and it may be easier to send out reminder cards stating the patron's overdue balance. If it still remains high, then she can look into using a collection agency if that is the preference of the Board.
- S. McCallister asked if there is a policy in place that removes a patron's ability to use the library's services after a certain point of an overdue balance.
- S. McCoy replied yes the patron's privileges are suspended until the balance is paid (below the fine threshold of \$15).
- V. Ellis said she would recommend that the Board get more research on options that would be feasible for the library in collecting or pardoning the fines.
- S. McCallister asked if there was a current process in place for pardoning fines.
- A. River said the library just conducted the Food for Fines Program.
- A. River thank Director McCoy and the staff for looking into FAX24 and the patron door counter. She also asked if any libraries independently do faxing without using a service. She also thanked the Director and the staff for putting the grant together so quickly. She also asked if the Board would motion to approve the Director's request for the donations from the month of May and the book sale to be put into the Library's supplies account.
- T. Whitley asked how the money would be divided between the different programs.
- S. McCoy said it would go to the supply line item which will go towards prizes and crafts/materials for all summer and fall programs

**Motion by V. Ellis to transfer the money donated during the month of May from the Book Nook, in addition to the money raised from the May book sale from the donations account, to the library program supplies account.**

**Supported by T. Whitley.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**

**7. Old Business:**

- a. Insurance Policy Review
  - Discussion occurred.
  - Insurance policy review was tabled until July.
  
- b. Library Director Evaluation
  - i. Library Director's Evaluation History
    - S. McCoy gave a brief history of the Library Director's evaluation process.
  
  - ii. Library Director's Evaluation
    - A. River asked Director McCoy if she preferred her evaluation to be open or closed.
    - S. McCoy said closed.

**Motion by D. Quince-Cobb to go into closed session for the Director's evaluation at 8:03 p.m.  
Supported by S. McCallister.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**

**Motion to close Closed Session at 8:33 PM**

**Moved by T. Whitley to adjourn the closed session  
Supported by D. Quince-Cobb.**

**Vote: Yes: River, Whitley, McCallister, Quince-Cobb, Ellis  
No: None**

**Motion Carried (5-0)**

**Motion by T. Whitley to open regular board meeting at 8:33 p.m.  
Supported by D. Quince-Cobb.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**

**8. New Business:**

- a. Board Membership:
  - i. Board of Conduct-Minutes
    - President River reminded the board that previous minutes are located on the library's website.

ii. Board Committees

- President River said let the Director know if you are interested in serving on a Committee.

iii. Library Board Evaluation

- President River stated this handout would be a great tool for the Board to use.

**9. Closed Session:**

a. Attorney-Client Privilege

**Motion by V. Ellis to go into closed session at 9:05 p.m. for the purpose of attorney-client written legal opinion.**

**Supported by S. McCallister.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**

**Motion by V. Ellis to open closed session at 9:05 pm.**

**Supported by S. McCallister.**

**Vote: Yes: A. River, T. Whitley, S. McCallister, D. Quince-Cobb, V. Ellis  
No: None**

**Motion Carried (5-0)**

**Motion to close Closed Session at 9:10 PM**

**Moved by T. Whitley to adjourn the closed session**

**Supported by S. McCallister.**

**Vote: Yes:A. River,T. Whitley, S. McCallister, D. Quince-Cobb, V. Ellis  
No: None**

**Motion Carried (5-0)**

**Motion by T. Whitley to open regular board meeting at 9:10 pm.**

**Supported by S. McCallister.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**

**10. Call to the Public:**

According to Auburn Hills Public Library of Trustee Bylaws, Article 3, Item 3.12, "The public shall address the Board during "Call to the Public." A person shall not address the Board in excess of five minutes unless the time is extended by a majority vote of the Board present. Persons wishing to address the Board shall identify themselves and their place of residence. All comments by the public shall be made directly to the Board."

- Alice Kowalski of Rochester Hills, MI submitted and read aloud a letter to the Board.
- Janet Mitchell of Auburn Hills, MI apologized and clarified why the Friends Group opted out of the Spring Book Sale this year.

**11. Comments from the Board (Communications):**

- S. McCallister suggested that when there is a potential for the Board to go into closed session that it be noted on the agenda, and the Board does it all at once instead of going in and out of closed session. He also asked what current committees the Board has.
- A. River said the Board does not have any committees at this time. There was mention of a Fines Committee and Budget Review. She asked if there Trustee McCallister has a particular area of interest to serve on a committee.
- S. McCallister said he does not have an area of interest at the moment, however, he suggested that there should be a legal committee, for example, so that the weight of legal tasks are not all on one person. When legal decisions are made, the Treasurer should be included at the least. He also noted that when the Board has a problem, committees should be formed quickly so that issues can be resolved quickly.
- T. Whitley reiterated Trustee McCallister's points, saying the closed sessions in the future should be grouped together. Also, regarding the agenda, some topics can be reschedule for future meeting if there will be multiple closed sessions to eliminate three hour meetings.
- D. Quince-Cobb said if the Board will have a 3 hour meeting, it should be held earlier.
- V. Ellis said she would prefer that the original agenda be revised during the meeting, rather than a conflicting draft being included in the Board's materials because the Board cannot review it prior to the meeting.
- A. River stated, based on everyone's comments, she has found committees that other libraries use. She suggested that she would send out a list and the Board can check off which ones that would be applicable to the library. In regards to the agenda, she understands the frustration with going in and out of closed sessions, but the Director had a choice to have her employee appraisal open or closed and she chose closed. A. River agreed that the time spent in meetings should come down and use of the Director's office hours may help that. She also thanked the Board for their hard work in serving on the Board.

**12. Adjournment:**

**Motion by T. Whitley to adjourn the meeting at 9:30 p.m.**

**Supported by S. McCallister.**

**Vote: Yes: River, Whitley, Ellis, Quince-Cobb, McCallister  
No: None**

**Motion carried (5-0)**