



Auburn Hills Public Library

**APPROVED**

MINUTES FOR July 22, 2014 at 5:00 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 Angela River called the meeting to order at 5:00 p.m.**

- 2. Roll Call:** Present: Angela River, Toni Whitley, Sean Johnson, and Scott McCallister.  
Vickie Ellis arrived at 5:08 p.m.  
Donna Quince-Cobb arrived at 5:12 p.m.  
Also Present: Stephanie McCoy, Library Director  
Also Present: Austin Simpson, Stenographer  
Guest: 4

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

- a. July 22, 2014

**Motion by S. Johnson to approve the draft agenda as presented.  
Supported by T. Whitley.**

**Vote: Yes: River, Johnson, Whitley, McCallister  
No: None**

**Motion carried (4-0)**

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

- a. June 24, 2014

**Motion by S. Johnson to approve the Library Board meeting minutes of June 24, 2014 as presented.  
Supported by T. Whitley.**

**Vote: Yes: River, Whitley, Johnson, McCallister  
No: None**

**Motion carried (4-0)**

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

- a. June 30, 2014

S. Johnson reported as of June 30, 2014: Total assets are: \$1,301,686.37. Total liabilities are: \$22,227.07. Total liabilities and fund balance is \$1,301,686.37. Total revenues YTD are \$1,044,045.49. Total expenditures YTD are \$501,818.34. Total unassigned fund balance is \$737,232.15. Total fund balance YTD is \$1,279,459.30.

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

- S. McCoy invited the Board to attend the annual City Employee Appreciation Picnic on August 1<sup>st</sup> from 11 a.m. – 2 p.m.
- S. McCoy invited the Board members to volunteer from 6 – 8:30 pm on August 5<sup>th</sup> for National Night Out.
- A. River asked the Director to expand on the Faurecia Road show.
- A. River commented on the Michigan Works Student Program the library is participating in this summer.

**7. Old Business:**

- a. Library Director Evaluation

**Motion by T. Whitley to close regular meeting at 5:08 pm.**

**Supported by S. Johnson.**

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

**No: None**

**Motion carried (4-0)**

**Motion by S. Johnson to open closed session at 5:09 pm.**

**Supported by T. Whitley.**

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

**No: None**

**Motion carried (4-0)**

**Motion by V. Ellis to adjourn closed session at 5:25 pm.**

**Supported by T. Whitley.**

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

**No: None**

**Motion carried (6-0)**

**Motion by S. Johnson to open regular meeting at 5:26 pm.**

**Supported by T. Whitley.**

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

**No: None**

**Motion carried (6-0)**

- b. Proposed Lease Agreement

- i. Vision, Strategy and Goals
  - A. River said that the Board has been given a proposed lease agreement. The one thing she feels, we as a board, is missing are the Board's actual goals should review and develop projected future goals for the library. She would like the Board to start considering what is needed for the library.
  - S. McCoy stated that the library is running out of space for materials. Over the past two years, she has been moving things around to create space. The Board may want to consider having an additional location, a satellite location or branch.
  - Discussion occurred.
  - A. River stated the Board will work on getting figures on what the library is actually paying for, and at the next meeting the Board will look at the wish list from the Director to see what the needs are.
  - Discussion occurred.

## **8. New Business:**

- a. Library Insurance Presentation
  - John Gandolfi, Regional Risk Manager, from John Gandolfi Agency presented the library insurance policy to the Board.
  - Discussion occurred.
- b. Civic Groups
  - i. Service Agreement
    - 1. Cease and Desist
      - Discussion occurred.

**Motion by S. Johnson to allow the library attorney and director to develop a service agreement between current Civic Groups who associate with the library.**

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

- Discussion occurred.

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

**Motion carried (6-0)**

- c. Ethics Policy Draft
  - In review of the Ethics Policy draft, the Board has concerns regarding the Board's inclusion in the policy as unpaid volunteers.
  - Discussion occurred.
  - S. McCoy will find out from the City Clerk whether or not the Board will need a separate ethics policy.
- d. Gifts and Gratuities Policy Draft
  - S. McCoy will find out from the City Clerk whether or not the Board will need a separate gifts and gratuities policy.

## **9. 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."

- Richard Siepielski, of Auburn Hills, MI made remarks regarding the Board minutes and library budget.

## **10. Comments from the Board (Communications):**

- A. River thanked everyone for their contributions. Everyone should keep their ears open. She was approached by a congressman in regards to submitting the library for an award. The library has been doing some amazing things that stand out in the community that will make the library a great candidate for the award.
- V. Ellis stated in the last meeting minutes, there were three abstentions that are now "no" votes. Also, in the previous meeting, in regards to the letter that was read, she recommends that the Board follows the policy's for communicating with the library's civic groups.

## **11. Adjournment:**

**Motion by T. Whitley to adjourn the meeting at 7:09 pm.**

**Supported by S. Johnson.**

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

**Motion carried (6-0)**