



Auburn Hills Public Library

**APPROVED**

MINUTES FOR April 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 A. River called the meeting to order at 5:00 PM.**

**2. Roll Call:** Present: Angela River, Toni Whitley, and Sean Johnson  
Also Present: Stephanie McCoy, Library Director  
Trustee Donna Quince-Cobb arrived at 5:04 PM  
Trustee Vickie Ellis arrived at 5:11 PM  
Absent: Trustee Scott McCallister  
Guest: 1

• ~~Trustee D. Quince-Cobb arrives.~~

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

- A. River asked if there were any changes to the draft agenda for April 22, 2014.
- Hearing none.

**Moved by S. Johnson to accept the agenda as presented.  
Supported by T. Whitley.**

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

**Motion Carried (4-0)**

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

- A. River asked if there were any changes to the ~~draft~~ **draft** library board minutes from March 25, 2014 Regular Board Meeting.
- A. River requested that the following be added to the March 25, 2014 draft library board minutes: the reason for Trustee Quince-Cobb and President River tardiness for the March 25, 2014 board meeting was due to a meeting with the city clerk regarding oath of office.

**Motion by S. Johnson to approve the Library Board Minutes from March 25, 2014 with the following revision: add the reason for Trustee Quince-Cobb and President River tardiness during roll call.**

**Supported by D. Quince-Cobb**

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

**No: None**

**Motion Carried (5-0)**

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

- A. River reported that as of March 31, 2014, Total Assets are: \$1,477,564.83. Total Liabilities are: \$23,179.30. Total Liabilities and Fund Balance is \$1,477,564.83. Total Revenues YTD are \$974,799.99. Total Expenditures YTD are \$252,355.21. Fund Balance YTD is \$1,454,385.53.
- ~~Trustee Ellis arrives.~~
- A. River noted the financial report has a new format and there is a bit more of a break down.
- T. Whitley stated that the financial officer reads the reported amounts in full as they are written and not in an estimated amount.
- S. Johnson asked for clarification for the line item that says "Budget Used".
- V. Ellis stated there are several changes in the budget format. She said she is still seeking full disclosure on details for line items in the budget.

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

- S. McCoy highlighted the Board photos from last month.
- S. McCoy noted that there is still time to submit interview questions.
- S. McCoy stated that there are a few bio's that still need to be submitted.
- S. McCoy asked if the Board has any potential workshop topics.
- A. River stated a budget workshop would be beneficial.
- V. Ellis asked what the benefits of having a budget workshop would be.
- A. River said she would like to see how different libraries format their budget.
- S. McCoy noted that she is still waiting for the final draft of city personnel policies has been tabled.
- S. McCoy stated Library Book sale is May 1, 2 and 3<sup>rd</sup>.
- S. McCoy stated she received a disturbing letter in the mail and that she followed protocol in filing a police report.
- V. Ellis stated she feels the letter was unacceptable and that she supports Director McCoy in her efforts to reconcile the issue.
- A. River said she agrees with Trustee Ellis. She also noted that Director McCoy implements the policies that board establishes.
- A. River commented on the Library patron door count. The decrease in patron door count may be due to the opening of the DEN downtown.
- T. Whitley stated that low patron count is more so due to the weather. Her son lives in that area and it is never occupied by more than a few people at a time.
- A. River noted that the Library's Facebook account is not showing up on patrons' newsfeed. Also the MeL databases which is accessed through the library's website and it is a wonderful resource.
- A. River asked for clarification on the new fax machine in the Library.
- A. River asked if there are other companies that offer the same services and would like Director McCoy to research it.

- S. Johnson asked about the CD thefts that seem to be rising. He wants to know what options the Library has in regards to security.
- A. River asked would it be helpful if the library had better security with cameras.
- A. River asked about figures in regards to fines and fees that patrons are not paying. She also thanked Director McCoy for submitting the Auburn Hills Community Foundation Grant application.

## **7. Old Business:**

### **a. Insurance Policy**

- A. River stated that Trustee Quince-Cobb has some background in this area and would like her to go over the policy. She stated that in addition to this policy, the Library pays the City roughly \$11,500 for insurance and would like to know if there is any overlapping in the policies.
- D. Quince-Cobb stated she respectfully declines to review the policy. She feels it is a conflict of interest and that the Board should bring in the person who is paid to review the policy. That person can explain the policy and review the two policies.
- A. River agreed that this is a great recommendation and asked if the Board would like to bring the agent in at the June meeting; by then the Board should have a copy of the other insurance policy.
- S. Johnson asked Trustee Quince-Cobb what the conflict of interest is that she sees in this matter.
- D. Quince-Cobb said she may agree or disagree on different coverages and she does not feel that she should have an opinion especially in light of her being new to the Board.

### **b. Plante Moran**

- V. Ellis stated that she, Director McCoy, and President River met with Plante Moran to understand how the Board could acquire the information they are seeking regarding the budget.
- A. River stated she requested a dollar amount of the general entries that reduced receivables in related the deferred revenue as well as an itemized financial report of shared services with the city.
- Discussion occurred.

**Motion by T. Whitley to table the discussion until further information is acquired.  
Supported by S. Johnson.**

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

**No: None**

**Motion Carried (5-0)**

### **c. Board Membership:**

#### **1. April 8, 2014 Swearing in Ceremony**

- The board welcomed Donna Quince-Cobb as the newest member of the Library Board.

- D. Quince-Cobb asked about the report mentioned in the email regarding her being sworn in.
- S. Johnson asked that Director McCoy request a copy of the city's report mentioned in the correspondence by the city clerk regarding the attorney's feedback on the appointment of D. Quince-Cobb.

## **8. New Business:**

### **a. Director's Evaluation**

- River discussed the process of conducting the director's evaluation.
- Discussion occurred.

## **9. Closed Session:**

### **a. Attorney-Client Privilege**

**Motion by S. Johnson to close Regular Library Board Meeting to go into closed session for attorney-client privilege at 6:06 pm.**

**Supported by V. Ellis.**

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

**No: None**

**Motion Carried (5-0)**

**Motion by S. Johnson to open Regular Library Board Meeting at 6:36 PM.**

**Supported by T. Whitley**

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

**No: None**

**Motion Carried (5-0)**

## **10. Call to the Public:**

According to the Auburn Hills Library Board of Trustees 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."

- None

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

- S. Johnson welcomed Trustee Quince-Cobb to the Board.
- V. Ellis: Would like to see the library board diligent in making sure library funds are appropriately allocated, as taxpayers elected them to do.
- T. Whitley: None
- D. Quince-Cobb thanked the board for appointing her and hopes to make a difference on the board.
- A. River welcomed Trustee Quince-Cobb and thanked the board for their contributions and ideas.

**12. Adjournment:**

**Motion by V. Ellis to adjourn the meeting at 6:44 PM.  
Supported by S. Johnson.**

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

**Motion Carried (5-0)**