



Auburn Hills Public Library

APPROVED

MINUTES FOR March 25, 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: Vice President Toni Whitley called the meeting to order at 5:00 p.m.

2. Roll Call: Present: Toni Whitley, Sean Johnson, and Vickie Ellis
Also Present: Stephanie McCoy, Library Director
Trustee McCallister arrived at 5:10 pm
Trustee River arrived at 5:18 p.m. **due to a meeting with the city clerk regarding oath of office.**
Trustee Quince-Cobb arrived at 5:18 p.m. **due to a meeting with the city clerk regarding oath of office.**
Guest: 1

3. Approval of the Draft Agenda:

- a. March 25, 2014
 - T. Whitley commented that feedback from an interviewee is not normally listed as an item on the agenda. It is usually put under call to the public.

Moved by S. Johnson to accept the agenda as presented.

Supported by V. Ellis.

Discussion occurred

Motion by T. Whitley to amend the agenda with the following revisions: remove item 7c from the draft agenda.

Supported by S. Johnson.

Vote: Yes: Whitley, McCallister, Ellis, Johnson

No: None

Motion Carried (4-0)

4. Approval of the Draft Library Board Minutes from:

- a. February 25, 2014 Regular Board Meeting

Motion by S. Johnson to approve the Library Board Minutes from February 25, 2014 as presented.

Supported by T. Whitley.

Vote: Yes: Whitley, McCallister, Ellis, Johnson
No: None

Motion Carried (4-0)

b. February 25, 2014 Closed Session Meeting

Motion by S. Johnson to approve the Library Board Minutes from February 25, 2014 as presented.

Supported by S. McCallister.

Vote: Yes: Whitley, McCallister, Ellis, Johnson
No: None

Motion Carried (4-0)

5. Financial Officer's Report:

V. Ellis reported that as of February 28, 2014, Total Assets are: \$933,362.61. Total Liabilities are: \$20,783.63. Total Liabilities and Fund Balance is \$933,362.61. Total Revenues YTD are \$343,231.10. Total Expenditures YTD are \$162,610.89. Fund Balance YTD is \$933,362.61.

6. Library Director's Report:

- S. Johnson asked about volunteer hours and whether the amount would increase or not.
- S. Johnson also asked about the prizes for upcoming library events.
- T. Whitley asked about the next steps in obtaining parliamentary services.
- S. McCoy responded, from the last meeting a quote of Ms. "Coco" Siewert was requested and that information has been included in the Board packets.
- V. Ellis asked if there was a deadline on the professional bio.
- S. McCoy stated that the deadline will be before the next Board meeting.
- T. Whitley asked where the Board is with the parliamentary services.
- S. McCoy stated, the board is looking at the services and associated fees.
- S. McCoy asked the board to be aware of the action items listed as she will need volunteers.
- A. River gave feedback on the lunch for employee appreciation day. She also received positive feedback from the cards that were given on behalf of the board. She made note of the collections survey and that the patron count is still low, which has been mostly due to the weather.
- S. Johnson asked what feedback the Library Director was looking for in regards to the Board interview questions.
- S. McCoy said she would like the Board to send her at least two interview questions to add to the questions she has already created.
- S. McCoy announced that she has received an invitation to attend a workshop with the Friends of the Library group. She has a conflict and will not be able to attend, but will make sure she is available to attend next year.
- S. McCoy stated the Collections survey has concluded and most of the patrons who responded were women. They want more printed materials, DVD's, cooking materials.
- S. Johnson commented on the question regarding age groups. He said it is pleasantly surprising to see that the library has such a balanced mix of ages especially with the 18-29 group. He asked Director McCoy how the Board will use this information.
- S. McCoy said she is working towards getting the materials that the patrons want. She also stated there is a request for a women's collection which she cannot satisfy; however, she does intend to create a label for those books.

7. Old Business:

- A. River announced that based on a conversation with the City Clerk, it is unclear whether or not the newly elect trustee, Donna Quince-Cobbs can sit and vote on the Board for the current Board meeting.
- T. Whitley asked, how did we get here? She has never heard of someone investigating an appointed Board member's voter registration. T. Whitley wanted clarification on what prompted this investigation.
- Discussion occurred.

Motion by V. Ellis to take a short recess at 5:36 pm and reconvene the meeting immediately after.

Supported by S. Johnson.

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

No: None

Motion Carried (5-0)

Motion by S. Johnson to rejoin the meeting at 5:45 pm.

Supported by V. Ellis.

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

No: None

Motion Carried (5-0)

a. Download Destination Participating Agreement Resolution

- S. Johnson read aloud the Resolution to Approve Agreement with the Library Network Regarding Downloads Destination Participating Library Service Agreement.

Motion by S. Johnson to approve the Agreement with the Library Network Regarding Downloads Destination Participating Library Service Agreement as presented.

Supported by S. McCallister.

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

No: None

Motion Carried (5-0)

b. Library Policy Alignment:

i. Meeting Room Policy Draft

1. Feedback-Treasurer

- A. River stated there was a memorandum in regards to payments dedicated to the library fund: "In care of the Library Fund" would be acceptable in the memo line of the check.
- A. River referenced back to the Director's report from last month where there was mention of the meeting room being used by the general public. From her understanding, the attached waiver of the Meeting Room Policy is specific to nonprofits, but that would conflict with the purpose of the meeting room, which includes educational value.
- Discussion occurred.

Motion by S. Johnson to approve the meeting room policy draft as revised.

Supported by T. Whitley.

- Discussion occurred.

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

Motion Carried (5-0)

8. New Business:

a. Insurance Policy

- A. River stated that the policy will not be renewed until November. She asked the Director to review the policy. Her concern is that there may be riders under the insurance policy that may not be necessary that can save the library money if they are taken out.

- Discussion occurred.

b. Plante Moran

- A. River stated that Plante Moran has been servicing the library for 25 years. Last year the board asked for additional information for line items on their report. Plante Moran said that the board did not motion it that way.

- Discussion occurred regarding whether or not the board would like to continue using Plante Moran's services.

- The board would like to adjust the scope of services and inquire if Plante Moran can provide the information requested by the library board in their scope of service.

9. Closed Session:

a. Attorney-Client Privilege

Motion by V. Ellis to close regular Library Board Meeting to go into closed session for attorney-client privilege at 6:23 pm.

Supported by S. McCallister.

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

Motion Carried (5-0)

Motion by V. Ellis to open closed session at 6:24 pm.

Supported by S. McCallister

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

Motion Carried (5-0)

Motion by V. Ellis to adjourn closed session at 7:04 pm.

Supported by T. Whitley

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

Motion Carried (5-0)

Motion by S. Johnson to open regular Library Board Meeting at 7:04 pm.

Supported by S. McCallister

Vote: Yes: River, Whitley, McCallister, Ellis, Johnson
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.”

- A letter was submitted by Alice Kowalski, Rochester Hills, MI and read by Trustee S. Johnson.

11. Comments from the Board (Communications):

- S. Johnson proposed a discussion on a potential new election policy that would potentially go into effect at the next board meeting.
- A. River mentioned that the Board needs to review the Director’s evaluation for next month.
- A. River also made reference to the articles of incorporation with regards to the Friends of the Library Group. The 85% that is referenced in their articles of incorporation has not been distributed to the Auburn Hills Public Library.
- S. Johnson would like to potentially add a discussion for a potential policy change regarding the appointment of library board members after additional feedback from the City of Auburn Hills Clerk.

12. Adjournment:

Motion by S. Johnson to adjourn the meeting at 7:13 p.m.

Supported by T. Whitley

Vote: Yes: River, Whitley, McAllister, Ellis, Johnson

No: None

Motion Carried (5-0)