



Auburn Hills Public Library

**APPROVED**

MINUTES FOR Regular Library Board Meeting November 18, 2014

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 ~~5:02~~ 5:40 p.m.**

**2. Roll Call:** Present: Angela River, Toni Whitley, and Vickie Ellis.  
Sean Johnson arrived at 5:40 p.m.  
Donna Quince-Cobb absent.  
Scott McCallister is absent.  
Also Present: Stephanie McCoy, Library Director  
Guest: 0

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

a. November 18, 2014

**Motion by T. Whitley to approve the agenda with the following additions to 8. d. add ii. attorney-client written opinion.**

**Supported by S. Johnson**

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

**Motion carried (4-0)**

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

a. September 23, 2014 Regular Meeting

**Motion by T. Whitley to approve the September 23, 2014 Library Board Minutes with the following correction: add "of" under #7 (a), #2, bullet point 17.**

**Supported by S. Johnson.**

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

**Motion carried (4-0)**

b. September 30, 2014 Budget Hearing

**Motion by T. Whitley to approve the September 30, 2014 Library Board Minutes as presented.  
Supported by V. Ellis.**

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

**Motion carried (4-0)**

c. October 1, 2014 Special Meeting

**Motion by S. Johnson to approve the October 1, 2014 Special Meeting Library Board Minutes as presented.**

**Supported by V. Ellis.**

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

**Motion carried (4-0)**

d. October 1, 2014 Closed Session

**Motion by V. Ellis to approve the October 1, 2014 Closed Session Library Board Minutes as presented.  
Supported by S. Johnson.**

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

**Motion carried (4-0)**

e. October 8, 2014 Special Meeting

**Motion by S. Johnson to approve the October 8, 2014 Special Meeting Library Board Minutes with the following corrections: change page 3, 4<sup>th</sup> bullet point to say opt out of current tax captures to signify that is was a previous board action.**

**Supported by V. Ellis.**

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

**Motion carried (4-0)**

## **5. Financial Report:**

a. September 30, 2014

V. Ellis reported as of September 30, 2014: Total assets are: \$1,080,953.76. Total liabilities are: \$24,754.88. Total liabilities and fund balance is \$1,080,953.76. Total revenues YTD are \$1,094,653.87. Total expenditures YTD are \$775,687.14. Total unassigned fund balance YTD is \$737,232.15. Ending fund balance \$1,056,198.88.

b. October 31, 2014

V. Ellis reported as of October 31, 2014: Total assets are: \$985,362.02. Total liabilities are: \$23,472.89. Total liabilities and fund balance is \$985,362.02. Total revenues YTD are \$1,096,610.61. Total expenditures YTD are \$871,953.63. Total unassigned fund balance YTD is \$737,232.15. Ending fund balance \$961,889.13.

- A. River asked Trustee Ellis if the \$737,232.15 is equated to the investment that the Board has assigned.
- V. Ellis stated she will direct the question to the Director for clarification.
- The Board would like to get clarification on the term “unassigned” funds and have the invested funds broken down on the balance sheet.

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

- T. Whitley attended the Annual Fall Festival in the Woods as a library volunteer.
- S. McCoy stated the library support services coordinator is currently sending out overdue notices to patrons.
- On December 5<sup>th</sup>, the Tree Lighting Ceremony will take place at 6 PM and the library staff and volunteers are asked to arrive at 5:00 PM.
- Trustee Ellis will give a brief synopsis of her Michigan Library Association Conference at the next board meeting.
- V. Ellis said she does have an entire overview to share with the Board at the December 9, 2014 Board meeting. She thanked the Board for allowing her the opportunity to attend. She gained a wealth of information from the conference. She feels attendance for at least one Board member should be in the Library’s budget every year.
- S. McCoy said in an effort to collect fines and fees, the library has sent out letters to patrons who owes fines.
- V. Ellis asked what the depth is of the library’s follow through on collecting the fines.
- S. McCoy said if the initial letter comes back, we would receive a correction of address and we would update our patron records.
- V. Ellis asked if the library cannot get that information, is the case then dropped.
- S. McCoy said yes. There is a collection agency that most libraries use. It’s called Unique and we are researching them, if that is something the Board wants to pursue in in the future.
- S. McCoy stated that the Library’s mail is being intercepted due to the repeated attempts by Friends of the Library to change the address of 3400 E. Seyburn to their PO Box. The Post Master has been contacted several times to correct the issue. Discussion occurred regarding the Library’s mail and the Friends Group.
- The Auburn Hills Historical Society notified their members of their new address information.
- S. McCoy stated the Operating Agreement was sent to the Friends, dated October 27<sup>th</sup>. As shown in the packet, the Friends Group had a meeting on November 13<sup>th</sup> to discuss the Operating Agreement and asked for more consultation time before signing, which is a Board’s decision.

- Discussion occurred regarding the unsigned Operating Agreement and the next steps the Library will take with the Friends Group.
- By consensus, the Board will grant the Friends Group until Friday December 5, 2014 to review and sign the Operating Agreement.
- S. McCoy said the Library used the new insurance appraisal figures provided by Mid-America Appraisal Company for the insurance renewal policy.
- The board recognized that the 2015 budget has been approved, and the recommendation is to conduct an extensive building content appraisal for 2016 budget year.

## **7. Old Business:**

### **a. Proposed Lease Agreement**

#### **i. Vision, Strategy and Goals**

- A. River reviewed the cover letter sent to the mayor and city officials, City Manager's response letter and the library's attorney written communication.
- A. River stated there was a meeting held on November 14, 2014 with the mayor, city manager and city attorney along with the library director, library attorney, president and vice president of the library board.
- A. River stated that the attorney submitted written attorney-client communication that will need to be discussed under closed session.
- Discussion regarding the proposed lease agreement was tabled by consensus until December 9<sup>th</sup> Library Board Meeting and further information is received from the city.

### **b. Insurance Renewal and Appraisal**

- A. River asked if we have received the renewal.
- S. McCoy said we have not received it yet. She did speak with John and he is putting the information together using the \$1.9 Million figure.

## **8. New Business:**

### **a. 2015 Library Board Meeting Dates**

- A. River said that as of right now, Board meetings are scheduled for the 4<sup>th</sup> Tuesday of the month with the exception of May and June. She asked if the Board is still comfortable with Tuesday meeting day.
- S. Johnson said Tuesday works fine, but the time needs to be a little later given consideration to traffic.
- A. River asked if 5:30 p.m. is better for everyone.
- A. River asked for opinions of the chosen dates. She would like to change the June date to the 16<sup>th</sup>.
- By consensus, the Board will motion the Library Board Meeting Dates at the December meeting.

### **b. 2015 Library Closing Dates**

- A. River inquired about the library being closed the day after Thanksgiving.
- S. McCoy explained why the library was closed the day after Thanksgiving and the alignment with city closure.

**Motion by S. Johnson to approve the 2015 Draft Library Closing Dates as submitted.**

**Supported by V. Ellis.**

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

**Motion carried (4-0)**

**c. Library Investment**

- T. Whitley made a recommendation to purchase CD's as a ladder and have one maturing every 3 months in order for the library to gain more interest. We received a written feedback stating the Board could invest in a one year, \$100,000 CD, based on our cash flow.
- V. Ellis asked if the Board can get a year to date report on the Library's total investments, what the profits have been, and if the library has access to that money.
- V. Ellis volunteered to put together historical data of the library's investment fund and present this information at the December 9, 2014 Board meeting.
- T. Whitley will provide additional information from her notes at the next meeting.
- S. Johnson stated that he did not have enough information to make an informed decision.
- By consensus, the Board will table this item for further review until the December Library Board meeting.

**d. Closed Session**

**i. Personnel Issue**

**Motion by S. Johnson to go into closed session at 7:10 PM for the purpose of a client-attorney written opinion as permitted the Open Meetings Act.**

**Supported by T. Whitley.**

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

**Motion carried (4-0)**

**Motion by S. Johnson to adjourn closed session at 8:22 PM.**

**Supported by T. Whitley.**

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

**Motion carried (4-0)**

**Motion by S. Johnson to re-open the regular meeting at 8:22 PM.**

**Supported by V. Ellis.**

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

**Motion carried (4-0)**

**No: None**

**d. Personnel Issue (Con't)**

- By consensus the board agreed with the letter written by the Library's attorney and the letter was mailed to the American Center for Law and Justice in response to a patron's complaint.
- A. River requested that the employee's name be redacted from the documents per Robert's Rules.
- Library Director will add meeting room and study room policy to the January 2015 agenda for alignment.

**9. Call to the Public:**

According to Auburn Hills Public Library Board 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."

- None

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

- S. Johnson said he appreciates the Board because it's different from the other boards he has served on. He appreciates the openness, the honesty, and hopes that they will continue to work well together in the future.
- A. River thanked everyone for their attendance and effort.
- V. Ellis thanked Director McCoy, Trustee Whitley and President River for attending the meeting and representing the Board. She also wishes everyone a Happy Thanksgiving!

**11. Adjournment:**

**Motion by S. Johnson to adjourn the meeting at 8:31 p.m.**

**Supported by T. Whitley.**

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

**No: None**

**Motion carried (4-0)**