



Auburn Hills Public Library

APPROVED

MINUTES FOR February 25, 2014 at 7:00 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 River called the meeting to order at 7:00 p.m.

Present: Angela River, Toni Whitley, Sean Johnson, Scott McCallister and Vickie Ellis

Also Present: Stephanie McCoy, Library Director

Guest: 2

2. Approval of the Draft Agenda:

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

Supported by S. McCallister.

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

No: None

Motion Carried (5-0)

3. Approval of the Library Board Minutes from:

a. December 10, 2013, regular board Meeting:

Moved by S. Johnson to approve the minutes of December 10, 2013 regular board meeting as submitted.

Supported by V. Ellis

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

No: None

Motion Carried (5-0)

- Discussion occurred

b. December 10, 2013, Closed Session Minutes:

Moved by S. Johnson to approve the minutes of December 10, 2013 closed session minutes as submitted.

Supported by V. Ellis.

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

No: None

Motion Carried (5-0)

4. Financial Officer's Report:

- a) V. Ellis reported that as of November 30th, 2013: Total Assets are: \$862,493. Total Liabilities are: \$17,948. Total Liabilities and Fund Balance is \$862,493. Total Revenues YTD are: \$1,110,601. Total Expenditures YTD are: \$1,012,305. Fund Balance YTD is: \$844,545.

- b) V. Ellis reported that as of December 31st, 2013: Total Assets are \$789,252. Total Liabilities are: \$34,564. Total Liabilities and Fund Balance is \$789,252. Total Revenues YTD are \$1,118,490. Total Expenditures YTD are \$1,110,051. Fund Balance YTD is \$754,688.
- c) V. Ellis reported that as of January 31st, 2014: Total Assets are: \$966,343.74. Total Liabilities are: \$23,980.21. Total Liabilities and Fund Balance is \$966,343.74. Total Revenues YTD are \$293,829.88. Total Expenditures YTD are: \$76,152.46. Fund Balance YTD is \$746,249.21.

5. Library Director's Report:

- S. McCoy highlighted building leaks in the library. There has been no damage to library materials but the leaks have been painted over.
- S. McCoy reported a potential partnership with TIFA to have a presence at the DEN in downtown Auburn Hills. She asked for the Boards feedback on this idea.
- The Board unanimously agreed that it would be a good idea and very beneficial to the library.
- V. Ellis asked if TIFA would be providing any funds for the project in regards to the library.
- S. McCoy responded no.
- A. River posed a question regarding the library's ability to opt out of DDA and TIFFA.
- V. Ellis asked Director McCoy to elaborate on this issue
- Discussion occurred.
- S. McCoy highlighted that March 7th is Employee Appreciation Day.
- Director McCoy suggested that the board update their board photo and she would like to add bios to the website.
- A. River would like for the Board to take a group photo.
- S. McCoy stated that there is a contact form and a broad email for the Board on the website
- Director McCoy reminded the Board of her office hours.
- S. McCoy stated that the City Manager is revising certain personnel policies and would like for the Board to look over the draft policies.
- S. McCoy stated that the library is collecting more statistical data to get feedback from the new services that the library has implemented.
- S. Johnson stated that weather has attributed to an 18% decrease from last year's numbers.
- S. McCoy stated DPW reorganized January 1st, 2014 and her new immediate contact person is now Diane Skinner.

6. Old Business:

a. Board Membership:

i. Vacant Position Interview - Term Ending November 2017

- The Board proceeded to interview each candidates in the following order:
 1. Lisa Mohler
 2. Donna Quince-Cobb

ii. Vacant Position Board Appointment – Term Ending 2017

Motion by T. Whitley to nominate Donna Quince-Cobb.

Second by S. McCallister.

- Discussion occurred.

Vote: Yes (roll call vote): Whitley, McCallister, Ellis

No (roll call vote): River, Johnson

Motion carried (3-2)

7. New Business:

a. Negotiable Instrument

- A. River made note that in regards to the library fund, to keep in mind when the Board looks at the policy in regards to checks. A. River suggested that all checks be written out in care of Auburn Hills Public Library.

b. Library Policy Alignment:

i. Meeting Room Policy Draft

- Discussion occurred and consideration was made to tabled until after agenda item number 8.

ii. Code of Conduct Policy Draft

- Discussion occurred and the Code of Conduct was tabled until after agenda item number 8.

Motion by S. Johnson to table New Business A and B until after closed session.

Supported by T. Whitley.

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

No: None

Motion carries (5-0)

c. Public Comment Policy Draft

- Discussion occurred.

Motion by T. Whitley to amend the Public Comment Policy as revised.

Supported by S. Johnson.

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

No: None

Motion carried: (5-0)

d. Protocol Policy Review

- A. River reviewed the policy to bring it to the Board's attention.
- V. Ellis viewed the letter that was written to the City Manager to be offensive and a threat.
- A. River apologized for the misconception and provided clarification about the letter that was written.

e. Download Destination Participating Agreement Review

- S. McCoy stated that this is the library's e-book subscription service. The library does not own the contents of the subscription and if the service is discontinued, the library walks away with nothing. The Board will need to vote on a resolution to accept the terms of the Download Destination Participating Agreement. The Board choose to read over the agreement and vote at the next meeting.

8. Closed Session:

a. Attorney-Client Privilege

Motion by S. Johnson to go into closed session at 9:12 pm for attorney-client privilege information.

Supported by V. Ellis.

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

No: None

Motion carried: (5-0)

Motion by S. Johnson to come out of closed session at 9:40 pm.

Supported by V. Ellis.

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

No: None

Motion carried: (5-0)

Motion by V. Ellis to open regular library board meeting at 9:40pm.

Supported by S. McCallister.

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

No: None

Motion carried: (5-0)

7 . New Business (cont):

b. Library Alignment:

i. Meeting Room Policy Draft

Motion by S. Johnson to accept Meeting Room Policy Draft as submitted.

Supported by A. River.

- Discussion occurred and A. River suggested that the board amend the Meeting Room Policy draft to include "in care of Library Fund" on the Meeting Room Policy contract under "Please make check payable to City of Auburn Hills".
- Discussion occurred. Additional follow-up was requested regarding checks.

Vote: Yes: River

No: Johnson, Whitley, Ellis, McCallister

Motion dies (1-4)

ii. Code of Conduct Policy

Motion by S. Johnson to accept the Code of Conduct Policy as submitted.

Supported by V. Ellis.

- Discussion occurred.

Motion by S. McCallister to accept the Code of Conduct Policy with added amendment to the second page, under Rules for Personal Behavior, bullet point 4, the removal of, "or on behalf of."

Supported by A. River.

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

No: None

Motion carried (5-0)

Motion by S. Johnson to accept the revised changes with the past amendment of the removal of suggested under Rules for Personal Behavior, bullet point 4, remove "or on behalf of."

Supported by A. River

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

No: None

Motion carried (5-0)

e. Download Destination Participating Agreement Review

- Director McCoy explained the guidelines of participating in Download Destination and brought to their attention that the library does not own the electronic material included in the subscription.
- The Library Board requested to review the participation agreement in further detail and it is to be added to the March 2014 agenda.

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.”

- No members of the public present.

10. Comments from the Board:

- S. Johnson stated that the interview process was only two people on this day but when this process needs to occur again, there should be a separate meeting for interviews.
- S. McCallister said there may need to be a committee for this process and revising the interview questions.
- S. McCoy asked if there is now a task to revise the interview questions.
- A. River suggested that Eleanor “Coco” Siewert may be financially more feasible than the lawyer for Parliamentary questions.
- S. McCoy asked if a task is to get a quote for Ms. Siewert’s services.
- A. River commented on Mr. Auger’s response to the Board.
- T. Whitley stated that going forward; a meeting cannot be cancelled because there is not a quorum. The Board needs to vote to cancel a meeting. She also stated that there should not be heavy communication between the Board members through email.
- V. Ellis stated that there should always be a meeting because even if there is not a quorum and therefore no voting power, things could be prepared for the following meeting.
- S. McCoy asked if there needs to be a Board Order for this.
- T. Whitley stated that it is already in Board Rules. A meeting cannot be cancelled through email.
- S. Johnson stated that meetings can only be cancelled when the Board is in a meeting and the Board chooses to cancel a future meeting.

11. Adjournment:

Motion by S. Johnson to adjourn the meeting at 10:05 pm.

Supported by S. McCallister.

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

No: None

Motion Carried (5-0)

