



Auburn Hills Public Library

APPROVED

MINUTES FOR March 24, 2015

Location: Small Meeting Room, Auburn Hills Public Library,
3400 E. Seyburn Dr., Auburn Hills, Michigan 48326. 248-370-9466

1. Call to Order: President Vickie Ellis called the meeting to order at 5:45 p.m.

2. Roll Call: Present: Vickie Ellis, Toni Whitley, Angela River, Donna Quince-Cobb,
Scott McCallister
Also Present: Stephanie McCoy, Library Director
Absent: Sean Johnson
Guest: 0

3. Approval of the Draft Agenda:

a. March 24, 2015

**Motion by T. Whitley to approve the draft agenda as submitted.
Supported by S. McCallister**

Discussion occurred

**Vote: Yes: Whitley, Quince-Cobb, McCallister, Ellis
No: River**

Motion carried (4-1)

4. Approval of Draft Library Board Minutes:

a. February 24, 2015

V. Ellis stated she had the following correction to make to the Draft Library Board Minutes:
Bottom of page 4, second bullet point, first line, strike the duplicate words "to keep".

Trustee River stated she had a correction to the minutes regarding investments. Discussion occurred.

**Motion by T. Whitley to approve the February 24, 2015 Library Board Minutes with only the correction stated by V. Ellis.
Supported by D. Quince-Cobb.**

Vote: Yes: Ellis, Whitley, Quince-Cobb
No: McCallister, River

Motion carried (3-2)

5. Financial Report:

a. February 28, 2015

T. Whitley reported as of February 28th, 2015: Total assets are: \$961,394.41. Total liabilities are: \$28,281.29. Total liabilities and fund balance is \$961,394.41. Total revenues YTD are \$349,278.60. Total expenditures YTD are \$180,738.78. Total fund balance YTD is \$737,232.15.

Discussion occurred. Total assets dropped approximately \$81,000 in one (1) month with no explanation. Director McCoy will request an explanation from the City and follow up with the Board.

Approved by consensus

6. Library Director's Report:

- S. McCoy announced that the petitions are ready for the Library Board vacancies and can be picked up in the City Clerk's office.
- S. McCoy discussed changes to the F.O.I.A.
- S. McCoy reported that artist Lorraine Trovato-Cantori donated her **Four Seasons** painting collection to the Library.
- V. Ellis inquired about the Library receiving their portion of State Aid. S. McCoy reported that the Library State Aid application was submitted and we should be hearing from the state soon.
- S. McCoy reported that the Library celebrated National Staff Appreciation Day and thanked the Board on behalf of the staff for recognizing all they do.
- Trustee Whitley inquired about the need for volunteers for the book sale.
- S. McCallister inquired about the "Detroit Suburban Roundtable Meeting" attended by S. McCoy. S. McCoy stated that the meeting went well and according to a show of hands several other Directors had the similar issues.

7. Old Business:

a. Library Investments

- T. Whitley stated that in the meeting in February, there was a question as to whether or not the \$100,000 investment amount could be split into multiple smaller investments or if it had to be one large investment. She wanted to find out the current rate of return for a comparison.
- V. Ellis stated that there was also a question as to when the City's investment policy was approved by the Board. It was approved September 22nd, 2010.
- A. River inquired about interest rates.

- S. McCallister inquired about where the Library's investments live and who manages them and how much the Library is being charged for that management. He also inquired about the Library managing its own investments.
- Discussion occurred. V. Ellis stated within the discussion that the City is the Library's investment manager.
- V. Ellis requested that Director McCoy request a report of the Library's investment status for the first quarter from the Finance Department or Treasurer.
- A. River asked what the fee is for the investment management by the City.

b. Proposed Lease Agreement

- V. Ellis asked S. McCallister if he was prepared to give the Board any information regarding the lease. S. McCallister stated not at this time.

c. Financial Handbook

- Library Director submitted the following memo: Reminder *according to the 1984 City Resolution: In order for the City to operate a public Library as proved by State Law, MCLA 397.201, et seq., it is necessary to levy ~~up to~~ up to one (1) mill for that purpose". Based on historical documents, the City amended the City Charter to increase the tax limit from fourteen (14) mills to fifteen (15) mills to provide for a one mill tax for a free Public Library. To the Director's understanding, the Library is under the umbrella of the City. The Library Board has authority over how the Library Fund is spent and the City has authority to ensure that the Library comply with governmental spending regulations and guidelines. It is imperative that the Library and the City work together as a team to ensure the continued financial success of the Library. In your Board of Trustee Manual you have a copy of the State of Michigan Audit Manual for Local Units of Government in Michigan.* V. Ellis asked were there any questions with regards to the memo. S. McCallister asked what was the intention of the memo. V. Ellis stated that the intent of the memo is while we have the authority to manage the funds, we are operating under the City's process and we have to collaborate in order to make this Library effective. We are working on restoring relationships and building collaboration going forward. A. River asked if the mill had been increased since 1984, and could the Director elaborate on the memo. S. McCoy explained the rationale of the memo. A. River asked if the Library is referenced anywhere else in the Charter. S. McCoy responded, no, not that she is aware of and asked if other Board members knew of any Library references in the City Charter. A. River stated that she has read it, and didn't see any other references to the Library in the Charter. A. River read over item number two, in the Financial Handbook, page 2, Claims of Personal Reimbursements. Her concern is that reviewing these policies, this policy and other listed policies reference a City-assigned credit card and the motion was for a Library credit card. A. River stated that if she restates her motion, are we doing something different? Will the Library Director have two credit cards? V. Ellis stated that the City's credit card should not have been returned to the City. A. River stated that we are jumping the gun with these policies. S. McCoy was asked to elaborate on how to obtain a Credit Card for the

Library. A. River asked if the employees are employees of the City. S. McCoy stated that to her knowledge, yes, they are City employees.

Motion by T. Whitley to rescind the previous motion and to return the credit card to the Director. Supported by D. Quince-Cobb.

**Vote: Yes: Whitley, Quince-Cobb, Ellis
No: McCallister, River**

Motion Carried (3-2)

Motion by D. Quince-Cobb to authorize the Library Director to seek approval from the City Manager to create an Auburn Hills Public Library credit card.

Supported by T. Whitley.

Discussion occurred.

**Vote: Yes: Whitley, Quince-Cobb, Ellis
No: River, McCallister**

Motion Carried (3-2)

Motion by A. River to table agenda items "7C" through "7F".

Supported by D. Quince-Cobb

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

Motion carried (5-0)

- c. Financial Handbook-Tabled
- d. Credit Card- Tabled
- e. Employee Travel & Transportation Reimbursement Policy- Tabled
- f. Employee Meal Expense Reimbursement Policy-Tabled

8. New Business:

a. Potential Primary Elections

- V. Ellis stated, potentially there will be a cost to the Library for a primary election. After further research, there is a resolution that was voted on that exempts City Council candidates from participating in the primary election, and she would like to obtain further inquiries with the County and City Clerk in regards to the Auburn Hills Public Library Board being included in that exemption, due to the fact that Library Board members are volunteers providing community service, and the rationale behind the City Council candidates being removed is to save City dollars, and we can't see spending that money for volunteers when we would not spend it for our official City Council candidates.

9. Call to the Public:

- None

10. Comments from the Board (Communications):

- V. Ellis stated that she received a letter from Jackie Ingersoll, the Friends of the Library Treasurer, requesting that it be read to the Library Board. She also stated that it would be more appropriate if she came and read the letter herself to address any questions or concerns that may arise. V. Ellis will follow-up with her. V. Ellis encouraged members to attend a Robert's Rules of Order Workshop, to be held on April 25, 2015.
- T. Whitley commented on her wish that this Board would run more smoothly and get a lot more done, if we didn't sit on one item for an hour or two. It needs to go smoother than this.
- A. River stated that she feels that as an elected representative, her fiduciary responsibility supersedes a time allocation imposed by one or more members of this Board. That is what she was elected to do and unfortunately not all members feel that way, and she wishes they would get on board. She spends a lot of time, resources and her own money to supply information for the benefit of this Library, because she is very passionate about keeping this Library running and not being closed, like it was in the past, and making sure she does her due diligence as a representative of the elected people. If other members feel they are on a time constraint, they should reconsider their position.
- S. McCallister suggested a notice be posted on the front door regarding the available positions on the Library Board. The website contact form is not working, and if any member of the Board is interested in posting their contact information on the website, they should do so. S. McCallister stated that he would like his email and phone number added just below his name on that page. Lastly, any item not fully disclosed in its entirety, with proof (he agreed that an hour meeting is not necessary), he won't support it with his vote but is open to being persuaded to support it.
- D. Quince-Cobb doesn't feel that the Board can accomplish anything without harmony, common sense and respect for each other. Where it may or may not appear that people don't care or don't have other items, it is expected for us to arrive on time and she expect to leave on time. We agreed to have an hour meeting, if possible, and it has been an hour and twenty-two minutes, and maybe nobody else has anything to do but she does. She leaves her business early and she closes her business to be here on time, so with that being said, moving forward we need to try to adhere to the hour that we agreed on and if we can't get it done in an hour then we table it until the next meeting.
- V. Ellis gave two reminders. One with regards to Michigan Library Association be mindful Trustees that any communication that establishes a quorum is considered a meeting and any meeting called should be advertised to the public. Be mindful in your communication particularly your email. Any communication that forms a quorum is considered a meeting. Secondly, as we go through the scenario of trying to restore and rebuild some of our relationships with the City, hopefully we can make this Library a benchmark here in the county and state. She asked that we respect the voice of the Library in our inquiries so that we don't create conflict of interest among ourselves. According to the Library Board of Trustee's manual, the voice of the Library is the President and the Director. She will do

everything, as she committed to facilitate and speak on the behalf of the Library, and address those concerns to the best of her ability.

11. Adjournment:

Motion by T. Whitley to adjourn the meeting at 7:15 p.m.

Supported by S. McCallister

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

Motion carried (5-0)