



Auburn Hills Public Library

APPROVED

MINUTES FOR February 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: Donna Quince-Cobb, Angela River, Toni Whitley, and Vickie Ellis.
Scott McCallister arrived at 5:49 p.m.
Sean Johnson arrived at 6:09 p.m.
Trustee Whitley departs at 6:27 p.m.
Also Present: Stephanie McCoy, Library Director
Guest: 2

3. Approval of the Draft Agenda:

a. February 24, 2015

Motion by A. River to amend the draft agenda with the following revisions: table items 8(d), 8(e), 8(f), and 8(g).

Supported by D. Quince-Cobb.

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

Motion carried (4-0)

4. Approval of Draft Library Board Minutes:

a. January 27, 2015

A. River stated she had a few revisions and discussion occurred.

Motion by T. Whitley to approve the January 24, 2015 Library Board Minutes as presented.

Supported by D. Quince-Cobb.

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

Motion carried (4-1)

5. Financial Report:

a. January 31, 2015

T. Whitley reported as of January 31, 2015: Total assets are: \$1,042,451.29. Total liabilities are: \$31,720.02. Total liabilities and fund balance is \$1,042,451.29. Total revenues YTD are \$347,219.47. Total expenditures YTD are \$101,061.50. Total fund balance YTD is \$737,232.15.

Discussion occurred. A. River asked if the \$323,000 of the cash investment money is something that cannot be touched by the Board. V. Ellis asked if A. River's question is in regards to investments or the financial reports because we have an item on the agenda for investment discussion. A. River clarified that her question is related to the financial report and she needed insight on the meeting that the City Treasurer attended regarding investments. V. Ellis stated that we will have more information in March regarding the final tax collection.

Approved by consensus

6. Library Director's Report:

- S. McCoy stated the Community Center is open for business, and they are holding all their programs at their facility. Library Director and some staff members are participating in the age-friendly roundtable for future planning on how to better serve our aging community. S. McCoy stated that she attended the ALA Mid-Winter Conference and the discussion of future trends of the libraries. Libraries should be aligning themselves with education institutions. A. River asked about tutoring feedback on the premises. S. McCoy discussed the IRS publication cutbacks and the Library is the main hub for tax form distribution. In April 2015, the Library will hold their spring book sale. S. McCoy asked if there were any questions or concerns. A. River asked what Boopsie is. S. McCoy responded that Boopsie is a Library app to make our website information user-friendly for tablet or smartphone users. V. Ellis stated that she is glad the Library is collaborating with the City's initiatives, and hopes to see more collaboration so we can be a significant part of that, and she thanked the Director. S. McCallister asked for the future trends handout.

7. Old Business:

a. Library Investments

- V. Ellis stated at the previous meeting the Board requested that the Treasurer be asked what the formula was for calculating the suggested investment amount. The response was, "it is the difference between our funds and our expenses year end". The recommendation was to have an opportunity for investing in a 1 year, \$100,000 CD. Discussion occurred. V. Ellis opened the floor for discussion. A. River's inquired about the \$100,000 CD, asking if it would that be coming out of our fund balance or total assets. V. Ellis stated her assumption is that \$100,000 will come from our current profit investment, but we can get confirmation on that. V. Ellis asked the Board if they needed additional

information prior to making the motion to move forward. S. Johnson asked what the process would look like, i.e. do we hire a financial advisor who would then tell us which CD to invest in so that we can get a better return on our money? T. Whitley was asked to do the research on the Board questions and bring this information back to the Board for review and other possible investment alternatives.

b. Proposed Lease Agreement

- V. Ellis stated we will review the objectives and current status from the ad hoc committee. A. River stated the committee met in an unofficial capacity to review some of the Trustee's notes regarding the proposed lease, and she reached out to S. Johnson regarding OMA and they are still gathering data. V. Ellis asked if there is additional data that is needed. A. River was seeking 1997 historical information from Director McCoy to look at financial trends. T. Whitley suggested looking at budget documents from 1997. V. Ellis stated that the 1997 budget documents should be sufficient. A. River respectfully declined chairing the ad hoc committee or serving on it. T. Whitley excuses herself from the meeting. V. Ellis reviewed the objectives of the ad hoc committee. V. Ellis respectfully accepts A. River's resignation to serve the ad hoc committee. The question to the remaining members was, do you want to continue on the ad hoc committee? S. Johnson stated he would support the ad hoc committee and they will pick up the pieces. S. McCallister stated that he thought S. Johnson would be a valuable member of the ad hoc committee because he is the financial officer. He also stated that V. Ellis would be a valuable member of the ad hoc committee as well, because she had a better feel of the past budget and lease. V. Ellis stated she would attend as many meetings as possible. V. Ellis stated that the ad hoc committee has been modified, and she thanked Trustee River for her input and we accept her resignation from the ad hoc committee.

c. Harassment & Discrimination Policy

- V. Ellis stated that the Harassment and Discrimination policy has been revised. Discussion occurred.

Motion by S. Johnson to accept the Harassment and Discrimination Policy as submitted.

Supported by D. Quince-Cobb.

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

Motion carried (3-2)

d. Financial Handbook- Tabled

e. Credit Card- Tabled

f. Employee Travel & Transportation Reimbursement Policy- Tabled

g. Employee Meal Expense Reimbursement Policy-Tabled

8. New Business:

- None

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):

- A. River had no comment.
- S. McCallister stated that he would like to have transcriptions of the minutes brought to the meetings so he can compare them to the minutes they approve.
- S. Johnson apologized for missing the last meeting and he is happy to be working with Trustee McCallister on the ad hoc committee.
- Trustee Quince-Cobb had no comment.
- Director McCoy asked if the Board would like to continue with the title search that the Board wants to pursue. A. River stated that she used resources to do a title search and we shouldn't use any more funds. V. Ellis asked for discussion. A. River stated that we have the information regarding the property, which is owned by the City but there is no deed for the building. A. River stated that old Library Board minutes specifically states that the Board asked the City to procure the Library building on its behalf, data of this is on file at the Library.

Motion by S. Johnson to put the current title search on hold.

Supported by D. Quince-Cobb.

Vote: Yes: River, McCallister, Johnson, Quince-Cobb, Ellis

No: None

Motion carried (5-0)

- S. McCoy clarified the existence of the Employee Resolution Process Policy in the Trustee manual.
- V. Ellis thanked everyone for their continued commitment, and she will do her best to keep ~~to~~ keep the meeting at an hour as often as possible. We really need every Trustee's commit to be present because we can't do the business that has been assigned to us without a quorum.

11. Adjournment:

**Motion by A. River to adjourn the meeting at 6:50 p.m.
Supported by S. Johnson.**

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

Motion carried (5-0)