



Auburn Hills Public Library

APPROVED

MINUTES FOR July 28, 2015

Location: Small Meeting Room, Auburn Hills Public Library,
3400 E. Seyburn Drive, 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, Sean Johnson, Scott McCallister, Angela River, Toni Whitley
Also Present: Donna Quince-Cobb arrived at 6:20 p.m.
Also Present: Stephanie McCoy, Library Director
Guest: 3

3. Approval of the Draft Agenda:

a. July 28, 2015

Moved by S. Johnson to approve the draft with the following revisions:

- Add 8(e) Lease Agreement Negotiations-open session
- Move agenda item 9 Call to the Public after Library Director’s Report

Seconded by A. River.

**Vote: Yes: Ellis, Johnson, River, Whitley
No: McCallister**

Motion carried (4-1)

4. Approval of Draft Library Board Minutes:

a. June 16, 2015 Regular Library Board Meeting

Moved by A. River to approve the June 16, 2015 Library Board meeting minutes as presented.

Seconded by T. Whitley.

- A. River commented on the alignment and timing of the last motion. S. Johnson asked if the motion was written correctly and A. River stated yes.

**Vote: Yes: Ellis, Johnson, River, Whitley
No: McCallister**

Motion carried (4-1)

b. June 16, 2015 Closed Session

**Moved by S. Johnson to approve the June 16, 2015 closed session Library Board meeting minutes.
Seconded by T. Whitley.**

**Vote: Yes: Ellis, Johnson, River, Whitley
No: McCallister.**

Motion carried (4-1)

5. Financial Report:

a. June 30, 2015

S. Johnson reported as of June 30: Total assets are: \$1,302,427.24. Total liabilities are: \$11,690.13. Total fund balance YTD is \$1,290,737.00. Total liabilities and fund balance is \$1,302,427.24. Total revenues YTD are \$1,045,284.93. Total expenditures YTD are \$532,425.51.

- S. McCallister asked how we are doing on the budget and if anything is “wonky”.
- T. Whitley asked him to define “wonky”.
- S. McCallister clarified by asking if we are over or if under or found some money somewhere.
- V. Ellis stated that this is our current financial report. So with regards to the report, she asked what he is specifically asking.
- S. McCallister said to strike his question.
- A. River commented that she did some figures and started looking at what we approved in our approved budget for the year. The allocations at the end six months, for example, in Interfund charge expenses, we will be over budget if the appropriations continue at the \$15, 908.50 on a monthly basis by approximately about \$35,000 shortage in the budget, and in utilities it looks like if the appropriations stay about the same at about \$370.56, we will be ahead by \$574.34 for the year. This is the half-way point of our budget and she averaged out appropriations, only monthly allocations, and says we will be down in one area and up in another area.
- S. Johnson stated that he thinks that was the direction that Trustee McCallister was going in, where are we now and are we on track for spending our yearly budget. And a rough number, that doesn't include everything as Trustee River identified, are a percent of the budget used for the interfund is higher than 50% of the year over which indicates we may have a little bit of a short fall as you identified the spending that is higher than what is going on now, we may be at a \$35 k shortfall. So that gives us a little bit of indication where we are overall, as a quick reference.
- V. Ellis thanked Trustee River and Trustee Johnson. She asked if there were any additional questions or comments.

6. Library Director's Report:

- S. McCoy asked if there were any questions, comments or concerns regarding her report.
- S. Johnson congratulated City Clerk Kowal on receiving her lifetime achievement award from the Michigan Associations of Municipal Clerks.

- A. River asked about the website proposal and was *Revize* within our line item budget and was it a cost savings. S. McCoy stated that *Revize* submitted the best monetary proposal and the staff liked their work.
- A. River asked about the Michigan Library Association Conference and who will be attending. S. McCoy stated that the staff is currently being polled to see who would like to attend. S. McCoy also asked if there were any Board members who would like to attend. S. Johnson asked what happens at the conference and why would he want to go. V. Ellis gave us an overview of her attendance to the conference last year. T. Whitley stated that since her term is up, she will pass on the conference. S. Johnson stated that he would have to pass because his term is up as well.
- S. McCoy announced September Library Card Sign-Up Month
- S. McCoy highlighted a donation from Kohl's for our Youth Program.
- A. River personally is appreciative of the City Manager's efforts to negotiate on behalf of all tax capture entities, including the Library during the FCA property tax appeal.
- S. McCoy announced National Night Out and the Board is welcome to join us at our table. A. River stated that she will be out of town and is unable to attend.

7. 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."

- Mayor K. McDaniel thanked President Ellis and the Board members for the opportunity to speak with them today. The Mayor stated that while he is a resident of Auburn Hills, he is here on behalf of the City as Mayor of Auburn Hills. He discussed the email correspondence between him and Vice President Johnson (Board members were copied as well), and he wanted to draw our attention to the email that was sent earlier today and if they haven't had an opportunity to review it due to preparation of the current Board meeting, he encourages them to review it at their convenience. The Mayor stated that he spoke with Council about the status of the lease agreement between the Library and the City of Auburn Hills. The email outlines the position of the City at this point and time regarding the proposed lease agreement; while he could not gain enough support from other Council members for a joint meeting with the Library, he was able to outline and hopefully address some of the concerns that Vice President Johnson shared with him, so that the Library and the City could come to some sort of collaboration on this and get some sort of agreement. He is here to answer any questions and if the Board doesn't have questions, he just wanted to draw some attention to the matter.
- The Board collectively thanked the Mayor.
- Council Member VeRonica Mitchell of Auburn Hills. V. Mitchell stated that it has been a while since she had been to a Library Board meeting, and she wanted to touch base and communicate that she knows firsthand how much work it takes to serve on this Board, and she appreciates

their service and dedication and their contribution to the community, and she looks forward to working with them in the future.

- The Board collectively thanked Council Member Mitchell.
- Sylvia Clark of Auburn Hills. S. Clark stated that she loves Auburn hills. She has a book club that has recently become a Leader's book club, and she believes education is important. Libraries are very important, and she wanted to come and communicate with the Library Board and see the Board in action.
- V. Ellis stated that, as you know, Vice President Johnson and she have been collaborating on facilitating this meeting and having said that, she wanted to thank everyone for their support and follow-up. She is primarily on her second challenge of recovery, and she claims it finished and done in the next couple of weeks, and she once again thanks everyone. V. Ellis turns the meeting over to Vice President Johnson to finish facilitating.

8. Old Business:

a. Plante Moran

- S. Johnson summarizes the Plante Moran visit from the last Board meeting. There were still unanswered questions as to whether we had any additional follow-up for Plante Moran. A. River stated she and Trustee McCallister were looking at past audit reports and she noticed some discrepancies in the difference in the numbers, which she pointed out at the last meeting, but never received follow-up from Plante Moran. A. River stated that she would like to follow back around with that, and if Trustee McCallister would continue to work with her on this issue. Trustee McCallister stated that he was IT support. A. River stated that some of the numbers didn't line up in the fiscal note with what was actually on our budget. S. Johnson asked Director McCoy if the Board goes through her for follow up questions for Plante Moran. S. McCoy asked the Board if they would like to invite Plante Moran in for a meeting. S. Johnson stated that we could document what the concerns are and they could respond via email. V. Ellis asked about the historical data that A. River is compiling, and maybe she would like to reference this information prior to approval of the audit. Approval pending. A. River will provide information in writing to Director McCoy for follow-up with Plante Moran. S. Johnson stated that this will be listed on the next agenda, pending Plante Moran's response.
- S. Johnson discussed the expiration of the Plante Moran contract in 2015, and asked the Board what they would like to do. V. Ellis stated that we are currently obligated to align with the City's audit process. We have been told in past practice; they are auditing the system and not specifically the Library fund. A. River stated that it may be in the best interest of the Library to consider what that cost would be independently; if that is something we want to look at in the future. V. Ellis stated that she agreed, however in our previous discussion in trying to obtain that alternative, we will have to go back and negotiate this with the City and have additional discussion, because the City stated they would not duplicate making the information available to a second vendor, which has kept us in the position that we are in with Plante Moran. V. Ellis recommended that we hear the new proposal based on this lease. S. Johnson asked A. River if her thought is, should the Board open this up for bid? A. River responded no, it would behoove us to understand what is the actual cost because she would like to partner with the City, but we need to understand what our actual cost savings is and what other vendors are out there, and she

thinks for disclosure for the public because we are spending tax payer dollars, and she thinks it is important to understand why we are making these decisions. ~~and we need to understand why we are making these decisions as well.~~ S. Johnson stated it could be something as simple as, they have the total fees for the City and the Library, and we could get our portion broken out to understand what our separate piece of the pie is. A. River stated we are currently paying around \$5,000. S. McCoy asked if it is her understanding that the Board is requesting that she create an RFP. S. Johnson stated no, to his understanding we are just seeking clarification on the current audit services. A. River stated that it is, and she thinks it is important for the Board to just get an idea, i.e. are there other firms that just do libraries. A. River asked if we received a spreadsheet of the breakdown of our expenditures, because Plante Moran said they were going to share it and moving forward, we would have to independently do it ourselves. S. McCoy clarified that A. River was discussing depreciation and that is conducted at the beginning of the year in order to capture all of 2015 statistics, and Plante Moran will assist us with that. A. River stated that we should consider an RFP in the future. It is good for the public and us to know what the cost saving is when we partner with the City. We can tell the residents what their cost savings are. V. Ellis clarified that A. River is asking that we acquire a quote in comparison to what the City gives us. A. River confirmed. S. Johnson stated that then we can compare that quote to the one Plante Moran provides. A. River stated yes, because now that we are negotiating services, we may not get the same prior service and we need to know what other companies offer. S. Johnson stated that we are asking Director McCoy to contact the City and maybe Plante Moran to see what our piece of the total audit bill is. A. River concurred, and stated that we will need that for our budget. S. Johnson stated that we could use that number as a base line when we go into a potential RFP. V. Ellis asked if Director McCoy already had that number. S. McCoy stated yes. S. Johnson stated that information should be included in the next Board packet.

b. Strategic Plan

- V. Ellis stated that it was recommended that we contract with an outside agent to help us develop a five-year strategic plan. Based on all the current issues we have on our platter, in regards to the lease agreement, the budget and numerous issues as we close out in November, she recommended that we table the strategic planning until September or October until we get some of these other issues resolved. A. River asked if we seek any information with regards to a strategic plan as discussed from the last meeting. V. Ellis stated that there was a recommendation from the past regarding the services provided to the Library, and she is not sure if anything actually went out to them. A. River thought that it would be important to have those numbers to budget for next year and we should have an approximate number before the first of September for budget submission to the state. S. Johnson stated that he would suggest that they table this issue and go a step further, and say that the Board must realize that potentially a new Board is coming on in November, and do we want to delay this a little longer to include them in this process. A. River stated that from doing her research, to develop a strategic plan, it is a process that will take time and she would hope there will be participation from the community. S. Johnson reiterated his suggestion, and said we could do an outline on how long that process is and from his experience from serving on other Boards, during that transition period you want to include everybody, especially the Board members, you want to make sure they are part of the process. V. Ellis recommended that we allocate money in our budget based on past service cost, and we

may have to increase that cost based on what the actual cost will be; she is inclined to agree that the next Board should be included in that process. S. Johnson stated that in the next Board meeting we should have some budget information for a strategic plan, and at that point we can have additional discussion as to where we see that plan going as we get closer to the November timeframe.

c. Director's Evaluation

- V. Ellis stated that we should all have our Director's evaluation ready to be submitted to her today. If you do not have your evaluation here today, she asked the Board to drop it off at the Library in an envelope and whomever we select to do the audit will receive them. V. Ellis asked for two volunteers to review and audit the evaluation. S. McCallister asked if the evaluation process is the same as last year. S. Johnson stated that the tool is the same as last year; in our last meeting we asked everyone to hand-write their response instead of doing them electronically. S. McCallister asked if they are the same questions and the same form. S. Johnson said yes. V. Ellis asked Trustee McCallister if he received a copy of the evaluation and he responded no. S. McCoy gave S. McCallister a Director's evaluation form.

d. Closed Session- Lease Negotiations

Moved by S. Johnson to go into closed session at 6:23 p.m. for the purpose of the lease of real property negotiations and confidential written attorney-client legal communication.

Seconded A. River.

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

Motion carried (5-1)

- Mayor McDaniel asked if he could quickly address the Board to ask if there was an open session for the Lease Agreement discussion, and asked if the Board anticipates any questions for him regarding the lease and the communication he sent today; if so, he would stick around until after closed session. The Board anticipated none and thanked the Mayor.

Moved by A. River to end the closed session and go back into open session at 7:33 p.m.

Seconded by T. Whitley.

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

Motion carried (5-1)

e. Lease Agreement

- S. Johnson stated that based on the conversations that we had, is there any additional discussion of the lease. S. Johnson stated that the approach that he is taking, in reference to drafting a response to City Council and the Mayor, including his most recent email correspondence, is ideal and we have some valid points that goes back history wise we want to bring up and to put that in an email, documenting which is leading to whatever may happen next in lease negotiating.

Moved by S. Johnson that we allow a subcommittee to continue to work on a draft email response back to the Mayor, City Council and City Manager based on the conversations we had.

Seconded by V. Ellis.

- A. River commented that she feels with the response, which is a good idea, she thinks we should move forward with putting in more transparency in regards to negotiation and communications to keep all of City Council abreast of what is going on. A. River feels like there is a lack of communication with City Council, and they need to know the communication that has come from this Board since last year.

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

No: McCallister

Motion carried (5-1)

9. New Business:

- a. None

10. Comments from the Board (Communications):

- A. River commented about the Friends of the Library minutes. She feels that in the fairness of transparency, and the information that has been distributed to the Library and what has not, might be of value to keep that open transparency and open communication, open with all and from what she understands she has sat down with the Head Librarian and reviewed all the figures, and that information is readily available and we should make that information to the public. It is a good starting point for transparency and where we are at. A. River stated that she looked at the Friends' minutes and notice some items are pending, and it could go either way.
- Trustee Quince-Cobb had no comment.
- Trustee McCallister had no comment.
- Trustee Whitley stated that it has been brought to her attention that we have a couple of Board members running for City Council and she would like to wish A. River and S. Johnson good luck and good job. She can't do any yard signs because she just had her lawn done.
- S. Johnson confirmed that he is one of the eight candidates who is on the November ballot for City Council. In November, he is walking away from this Board, and it has been challenging at times but he has enjoyed the relationships that built up, and he looks forward to working with this Board until the end and if God willing and if the residents of Auburn Hills are willing, he will make his way across the street and help out the City and the Library as a whole. With regards to the Friends, he has been talking about them a lot lately and in regards to building relationship with them, he hasn't been to attend any of their meetings but he thinks it would be something worthwhile. Fundamentally, he has a concern that they want to support, and we can't find a way to help them. He thinks if we frame it correctly, we could make something happen.
- T. Whitley stated that she is confused, because the Board gave the Friends an agreement to sign and then everything is done, we could move forward.

- V. Ellis again thanked everyone for standing in the gap and for their support during her medical issues. She echoed the sentiments of Trustee Whitley, and congratulated Trustee River and Trustee Johnson on their City Council run, because the Library could use their support. She wished everyone a good week and thanked them for their diligence and support for the Library.

11. Adjournment:

Meeting adjourned at 7:43 p.m. by consensus.