



Auburn Hills Public Library

APPROVED

MINUTES FOR January 27, 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: Angela River, Toni Whitley, and Vickie Ellis.
Donna Quince-Cobb arrived at 5:57 p.m. and left 7:12 p.m.
Scott McCallister arrived at 6:31 p.m.
Sean Johnson is absent.
Also Present: Stephanie McCoy, Library Director
Guest: 1

- A. River called Point of Privilege requesting that the guest in the room be recognized.

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."

- Connie Hudas, Field Representative for Congressman David Trott, 11th District Michigan. Connie offered support for the Library on behalf of Congressman Trott.

3. Approval of the Draft Agenda:

a. January 27, 2015

**Motion by A. River to approve the draft agenda with the following revision: move item 9. Call to the Public after item 3(a). Approval of Draft Agenda
Supported by D. Quince-Cobb.**

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

Motion carried (4-0)

4. 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."

5. Approval of Draft Library Board Minutes:

a. December 9, 2014

**Motion by T. Whitley to approve the December 9, 2014 Library Board Minutes as presented
Supported by D. Quince-Cobb.**

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

Motion carried (4-0)

b. December 16, 2014 Special Meeting

**Motion by A. River to approve the December 16, 2014 Special Meeting Minutes as presented.
Supported by T. Whitley.**

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

Motion carried (4-0)

6. Financial Report:

a. December 31, 2014

T. Whitley reported as of December 31, 2014: Total assets are: \$815,953.01. Total liabilities are: \$24,532.92. Total liabilities and fund balance is \$815,953.01. Total revenues YTD are \$1,102,880.94. Total expenditures YTD are \$1,048,693.00. Total fund balance YTD is \$737,232.15. Ending fund balance \$791,420.09.

Approved by consensus

7. Library Director's Report:

- S. McCoy asked if there were any questions, comments or concerns regarding her report.
- A. River asked how the approved non-union resolution impacts the Library and the full-time employees.
- S. McCoy stated there is no impact and changes were minimum.

- S. McCoy discussed the City Clerk’s response to the posting of the approved Library Board meeting dates and her request to have the Board of Trustees post them in the *Oakland Press* newspaper. S. McCoy also stated, where the dates are currently being posted. A. River inquired about her understanding of the Open Meetings Act regarding the posting of Library Board meeting dates. S. McCoy responded that her understanding was correct.
- S. McCoy stated that per Director Shulz, the City Finance Department, will no longer approve Library Director’s reimbursement expenditures and City issued credit card expenditures. Financial Director Shulz is requiring the signature of a Board member. A. River made an inquiry asking if Director Shulz is requesting Board approval for December 2014 expenditures or new expenditures. S. McCoy stated she is requesting Board signature for two December 2014 credit card purchases, all 2015 credit card purchases and 2015 reimbursements. A. River stated that the 2015 Budget Resolution authorizes the Library Director to sign-off on purchases up to \$10,000. S. McCoy responded, stating that Director Shulz’s request is based on the City’s requirements and the Budget Resolution has no bearing on the request. S. McCoy did inquire with Director Schulz regarding the Board having BS&A accounting system access to approve her credit card purchases and her response was the Board does need to log in to approve my credit card purchases. S. McCoy presented the Board with options to resolve the matter. A. River inquired about the Library Board obtaining its own credit card. S. McCoy discussed the distribution of new policies.
- T. Whitley was re-appointed to the Board of Review until 2020.

8. Old Business:

a. Library Investments

- V. Ellis stated at the previous meeting that the Board discussed the option of investing in a 1 year, \$100,000 CD based on the Library’s cash flow. V. Ellis asked how the Board would like to proceed in this matter. Discussion occurred. A. River asked what amount the Board should invest. V. Ellis recommended that we contact the Treasurer and ask what formula is used for determining the Library’s cash flow. A. River stated that in 2009, City Council approved an investment policy that was inclusive of the Library fund. The Library Board was presented the investment policy in 2010 for approval by the treasurer.

Motion by A. River to table this discussion until we receive additional information and explanation regarding our opportunities to increase the Library’s investment.

Supported by T. Whitley.

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

Motion carried (5-0)

b. Operating Agreement

- V. Ellis stated that everyone has had time to review the operating agreement and the Friends’ feedback. She recommended two options for the Board to think about: would

they like to table this agreement until the agreements with the City are resolved or table the agreement for one year in an attempt to resolve the relationship with the Friends. A. River stated that the operating agreement should be tabled indefinitely. D. Quince-Cobb recommended that the agreement should be tabled, but not indefinitely. V. Ellis stated that the Board should put forth an effort to resolve communications with the Friends. What are the next steps? A. River stated that the Board should focus on the agreements with the City prior to establishing any agreements with any other organizations.

Motion by A. River to table the Operating Agreement indefinitely or until other high priority agreements, including lease, is resolved.

Supported by D. Quince-Cobb.

- Discussion occurred. S. McCallister concurred with A. River with the exception of the word “indefinitely” and suggested that we state our priorities in the motion.
- A. River rescinded her motion.

Motion by A. River to defer the Operating Agreement with the Friends of the Library until the Board deems it necessary to bring it back to the table for discussion and after the completion of their goals, which is inclusive of the Lease Agreement.

Supported by S. McCallister.

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

Motion carried (3-2)

c. Proposed Lease Agreement

- V. Ellis recommended that the Library Board renew the original lease agreement and service agreement as it was implemented with amendments. A. River clarified that V. Ellis is referring to the June 1989 agreements. A. River is uncomfortable with the recommendation and she recommended an ad hoc committee be established. T. Whitley stated that she has concerns regarding the lack of a quorum month after month for the regular Library Board meetings, so she has very little confidence in an ad hoc committee getting together for a meeting on a regular basis, but it sounds good.

Motion by T. Whitley to renew the original Lease Agreement from 1989 with addendums.

Supported by D. Quince-Cobb.

- Discussion occurred. T. Whitley stated that the City seemed open to separating the lease agreement and service agreement per the meeting they attended with the Mayor and City Manager in November. V. Ellis stated that A. River should be the chairperson of the ad hoc committee to further review the proposed lease.

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

Motion lost (2-3)

- A. River asked S. McCallister to serve on the ad hoc committee. S. McCallister said yes and invited Trustee Johnson to serve on the committee as well. V. Ellis stated for the matter of record A. River should state who is going to serve on the ad hoc committee and their purpose. A. River stated that herself and Trustee McCallister will serve on the ad hoc committee for the purpose of review and come back to the Board by the next meeting. S. McCallister reiterated that he would like to extend an invite to Trustee Johnson.

9. New Business:

a. Financial Handbook

- V. Ellis discussed the Employee Handbook of Financial Reporting requirements of the City. The Board should review the handbook in detail and make recommendation to the Director so that she can create a financial handbook for the Library that is inclusive of the requested requirements by the Finance Director Schulz, such as the Library Board signature on the Director’s City issued credit card expenditures and reimbursements. S. McCoy requested that the Board authorize her to establish a credit card for the Library. A. River wanted pros and cons regarding a Library credit card. S. McCallister asked about past practices, why it changed and who approved the bills prior to this. S. McCoy stated that the City has a new City manager and a new Director of Finance. S. McCallister asked what the impact would be if the Director’s financial documents are brought before the Board, at their monthly meetings for signature. S. McCoy responded according to the submission requirements in the financial handbook, bills will be submitted late if they’re brought to monthly Board meetings for signatures. S. McCallister asked about the repercussions of not meeting their timeframe for signature. S. McCoy responded that to her understanding, the City can revoke use of the City issued credit card and/or the money will be deducted from her paycheck.

Motion by A. River for the Library to procure for Director McCoy a specific Library credit card, upon the receipt of that credit card to return the City credit card for one account and any expenditures over \$5,000 would come in front of the Board for review and approval. Supported by D. Quince-Cobb.

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

Motion carried (4-0)

b. Credit Card

- S. McCoy will update and align this policy for the next Board meeting.
- A. River recommended that upon receipt of the Library credit card, return the City-issued credit card.

c. Employee Travel & Transportation Reimbursement Policy

- S. McCoy will update and align this policy for the next Board meeting.

d. Employee Meal Expense Reimbursement Policy

- S. McCoy will update and align this policy for the next Board meeting.

e. Harassment & Discrimination Policy

- S. McCoy stated that the City updated the Harassment and Discrimination Policy and the staff did harassment and discrimination training at In-service on November 14, 2014. S. McCoy presented the Harassment and Discrimination policy that is aligned with the Library's organization.

Motion by A. River to accept the Harassment and Discrimination Policy as present.

Supported by S. McCallister.

- Discussion occurred. A. River asked for clarification regarding "grievance procedure". S. McCoy explained that the grievance procedure is usually referenced for union employees. A. River requested that a procedure for the next steps should be added after the appeal process.
- A. River withdrew her motion.

10. Comments from the Board (Communications):

- A. River thanked Trustee McCallister for serving on the ad hoc committee. A. River thanked President Ellis for taking the position as president and she is doing a fantastic job.
- S. McCallister stated that the best way to reach him is by email, he prefers not to be called.
- V. Ellis gave thanks to the Board for working with her and for their confidence extended to her as president of the Board. There is much work to be done on her behalf and she will work towards those improvements with the assistance of the Board members. If the Board members would like to receive the newsletter, Director McCoy will sign you up. V. Ellis mentioned the State of the Community Event.

11. Adjournment:

Motion by T. Whitley to adjourn the meeting at 7:50 p.m.

Supported by A. River.

Vote: Yes: River, Ellis, Whitley, McCallister

No: None

Motion carried (4-0)