

Auburn Hills Public Library

**APPROVED**

MINUTES FOR July 28, 2016

**Location: Small Meeting Room, Auburn Hills Public Library**

3400 East Seyburn Drive, Auburn Hills, Michigan 48326 Phone: 248-370-9466

1. **Call to order:** Meeting was called to order by President Richard Siepielski at 7pm.
2. **Roll Call:** Present: Vickie Ellis; Beverly Miller; Cathy Moldenhauer and Richard Siepielski.

Kay Kastran arrived late at 7:18pm, she had informed Richard she would be late.

Also present were Director Stephanie McCoy and Transcriber Sandy Burns.

Guests: 1

3. **Approval of the Draft Agenda:** Richard moved to accept the agenda but Vickie Ellis brought up her conflict of interest from the June meeting that was tabled. Richard told her she could speak on that at #10 Comments from the Board and that it would then be put on the next Agenda.

Richard moved to accept the agenda. Beverly seconded.

Vote Yes: Beverly Miller, Cathy Moldenhauer, Richard Siepielski.

No: Vickie Ellis

Motion carried 3-1

4. **Approval of Draft Library Board Minutes:** Vickie Ellis requested the following change (~~Vickie Ellis speaks for the record that Michelle from Plante Moran heard the opposite about leaving/staying with Plante Moran.~~ **Michelle Watterworth stated during the Plante Moran presentation, that if the library chooses to use a different auditor, the city would supply them with the information. Vickie Ellis stated that it was her understanding that no auditing information would be given to a second auditor.** Should there be 3 bids on hiring of an auditor?? ).

Richard Siepielski moved to accept the minutes from June 23, 2016 with the changes, Beverly Miller seconded.

Vote Yes: Vickie Ellis; Kay Kastran; Beverly Miller; Cathy Moldenhauer and Richard Siepielski.

No: None

Motion carried 5-0

Richard made a motion to approve special meeting minutes from June 28, 2016. Beverly seconded.

Vote Yes: Vickie Ellis; Kay Kastran; Beverly Miller; Cathy Moldenhauer and Richard Siepielski.

No: None

Motion carried 5-0

5. **Financial Report:** Vickie Ellis reported that as of June 30, 2016: Total assets are \$1,342,846.23. Total Liabilities YTD are \$11,939.05. Total Revenues YTD are \$1,101,482.85. Total Expenditures YTD are \$535,430.92. Ending Fund Balance YTD is \$765,855.25.
  
6. **Library Director's Report:** Kay Kastran asked about the renovation of the staff office, there was more space made for the librarians behind the reference desk. What was the purpose of the meeting concerning the postal privileges? Library Director met with Postal Service Business Development Specialist, Shannon C., to discuss potential postal services and programs at the Library.

The Library purchased ***Consumer Reports*** database subscription.

7. **Ongoing Business:**

**a:** Plante Moran will be raising the price for the audits at the library from \$5300 to \$7900 and will be held at that price for 5 years. Richard called Micelle Waterworth....discussed the increase being rather large....She was willing to reduce to \$7000 but this would cause reductions on their services....Richard is asking for comments on this discussion. Vickie and Stephanie are going to get 2 or 3 other quotes from Auditors to see if Plante Moran is asking a fair price at \$7900.

**b:** Library Lease Agreement: Beverly and Richard will be meeting with the city manager to discuss the library lease Agreement.

**c:** By-laws amendment: Richard Siepielski makes a motion to move the Call to Public from #9 to #6. Cathy Moldenhauer seconded.

Vote Yes: Kay Kastran; Beverly Miller; Cathy Moldenhauer; Richard Siepielski

No: Vickie Ellis

Motion carried: 4-1

**d:** Strategic Plan: Amy from Oakland University would be willing to meet with us concerning the Strategic Planning. Kay and Richard will be the committee for this.

e: Friends of the Library: Kay stated that there is no need to have two book nooks. Discussion is still in progress concerning duplication of work.

f: Directors Evaluation: Beverly states that in her previous time on the board that employees of the library were allowed to come to the board with problems. They should go to the director first and if not resolved then go to the board.

Kay requests that everyone email her with any changes or additions to the evaluation form at [jagkay2@att.net](mailto:jagkay2@att.net).

g: Library Board Membership: Send Thank You to Angela River for all her hard work on the board and wish her the best. There are 4 applications. Vice Presidency is open.

Kay Kastran moved to accept Angela River's resignation. Cathy Moldenhauer seconded.

Vote Yes: Vickie Ellis; Kay Kastran; Beverly Miller; Cathy Moldenhauer and Richard Siepielski.

No: none

Motion carried 5-0

i: Special meeting will be held on Thursday, August 4, 2016 at 6:30pm to interview for the vacancy on the Library Board. If the potential applicants are not available that day, we will meet on Wednesday, August 10, 2016 at 6:30pm.

h: Personnel Records, Retention & Retrieval: Richard discussed what he found out about the records. City now has copy of all the regular employees. Employees have the responsibility to keep their personal records up to date and they must contact the Library Director when there are any changes. Beverly Miller made a motion to approve this with the change Richard made and Cathy Moldenhauer seconded.

Vote Yes: Beverly Miller; Cathy Moldenhauer and Richard Siepielski.

No: Vickie Ellis and Kay Kastran

Motion carried 3-2

i: 2017 Budget: Stephanie is just starting to get the numbers and putting together the draft.

8. **New Business:**

a. None

9. **Call to Public:** Jackie Ingersoll, Vice President of the Friends. At their last meeting they agreed to give the library \$4345 to cover programming, newsletter, website, etc. Some will be distributed

in 2016 and some in 2017. Book room is now open with used books for sale. The next book sale will be Sept. 21-24, 2016. The Friends of the Library are sitting on the fence because of the 2 book nooks. Stephanie is working with Alice on this. But the Friends are hoping this will be resolved so that they could combine the two.

10. **Comments from the Board:** Kay apologies for being late.

Vickie would like some action taken by the board concerning her conflicts of interest.

11. **Adjournment:** Kay Kastran made a motion to adjourn, Richard Siepielski seconded.

Vote Yes: Vickie Ellis; Kay Kastran; Beverly Miller; Cathy Moldenhauer and Richard Siepielski.

No: None

Meeting Adjourned: 8:35pm