

Auburn Hills Public Library

APPROVED

Minutes for September 15, 2016

Location: Small Meeting Room, Auburn Hills Public Library

3400 East Seyburn Drive, Auburn Hills, Michigan (248) 370-9466

1. **Call to Order**: Meeting was called to order by President Richard Siepielski at 7pm.

2. **Roll Call**: Mary Jo Ahern; Vickie Ellis; Kay Kastran; Beverly Miller; Cathy Moldenhauer and Richard Siepielski.

Also present: Director Stephanie McCoy and Transcriber Sandy Burns

Guests: 2

3. **Approval of Draft Agenda**: Mary Jo Ahern moves to accept the agenda, Cathy Moldenhauer seconds.

Vote: YES, Mary Jo Ahern, Vickie Ellis, Kay Kastran, Beverly Miller, Cathy Moldenhauer and Richard Siepielski.

No: None

Motion carried 6-0

4. **Approval of Draft Library Board Minutes**:

a. **August 25, 2016**: Cathy Moldenhauer moves to accept the minutes and Mary Jo Ahern seconds it.

Vote: YES, Mary Jo Ahern, Kay Kastran, Beverly Miller, Cathy Moldenhauer and Richard Siepielski.

No: ~~NONE~~ Vickie Ellis

~~Abstains: Vickie Ellis~~

Motion carried 5-0

b. **Sept. 9, 2016:** Kay Kastran moves to approve the Budget Meeting Minutes, Richard seconds it, however, Vickie Ellis would like to see a little more information on the minutes for the public. An amendment will be made to show the preliminary adjustment from \$1,339,019 went down to \$1,218,545. Vickie Ellis moves to accept that amendment and Mary Jo Ahern seconds.

Vote: YES: Mary Jo Ahern, Vickie Ellis, Kay Kastran, Beverly Miller, Cathy Moldenhauer and Richard Siepielski.

No: NONE

Motion carried 6-0

5. **Financial Report:** As of August 31,2016, Total Assets are \$1,227,015.38. Total Liabilities YTD are \$18,707.83. Total Revenues YTD are \$1,160,758.82. Total expenditures YTD are \$718,306.52. Total Fund Balance YTD is \$765,855.25.

6. **Call to Public:** Jackie Ingersol from the friends attended the board meeting and announced that they are having a book sale next week from Wednesday through Saturday and Saturday is bag day! There will be a workshop at the Kalamazoo Public Library and if anyone would like to go to that the Friends would pay for that.

7. **Director's Report:** The Library has a new website. Staff In-Service Day will be held November 11th, and it would be nice if the board would come and maybe do a meet and greet breakfast. It begins at 9am at the University Center, downtown Auburn Hills. Director McCoy has given the board financial information for a new gate at the entrance of the library in the amount of \$13,253.24. Also Director McCoy needs the board to amend line 762 so that she can deposit checks from the friends. Cathy Moldenhauer moves to approve, Kay Kastran seconds.

Vote: YES: Mary Jo Ahern; Vickie Ellis; Kay Kastran; Bev Miller; Cathy Moldenhauer and Richard Siepielski.

No: NONE

Motion carried 6-0

8: **Ongoing Business:**

a: **Plante Moran:** We have the money in our budget and have agreed to retain Plante Moran. Vickie Ellis has reserves on seeking out other quotes because we don't know what information they will need from the city. We need to understand the cities position. Kay Kastran moves to approve Plante Moran to renew our contract for the audit fee of \$7900. It will remain that way for 5 years. Beverly Miller seconds.

Vote: YES: Mary Jo Ahern, Vickie Ellis, Kay Kastran, Beverly Miller, Cathy Moldenhauer and Richard Siepielski.

No: NONE

Motion carried 6-0

b: **Proposed Library Lease Agreement**: Richard received the new agreement just before the Board Meeting so he passed out copies to each board member. Tabled until October.

c: **Strategic Plan**: There is no update at this time. Amy Butler has not contacted the board so it is at a Stand Still. We must get a committee together to decide what we want in the planning.

d. **Friends of the Library Update**: Kay Kastran reiterates that there is a book sale next week. She also questions the volunteer form that workers have to sign. It's way too detailed and she would like to see it be changed to more of just a sign-in sheet and not so formal. Richard Siepielski says for this upcoming book sale let's just do a sign in sheet, and see how it goes.

e. **Director's Evaluation**: Kay has compiled all evaluations and will share it all at the next meeting in October.

f. **2017 Budget Update**: The budget will be approved at a special meeting on Wednesday, September 21, 2016, at 10:30am. Beverly Miller raised the question whether we should have so many part time employees instead of a full time person. Richard Siepielski suggests that Director McCoy should weigh the odds and see what would be best financially for the library and will bring it to the next meeting!

9. **New Business**:

a: **Collection Agency**: Having a collection agency to step in and try to recoup the monies outstanding would cost approximately \$200/month could be beneficial to the library. We could have a potential to collect \$10,000. Director McCoy would like to send 25 people at a time to them. She would like to try it for 90 days and see what the outcome would be. Richard Siepielski is tabling the action on this until the October meeting.

b: **Board Policy Manual Updates**: Board bring in your books by December for Director McCoy to update.

c: **Budget Hearing Date**: The Budget Hearing date is set for Wednesday, September 21, 2016 at 10:30am.

d. **October Library Board Meeting Date**: The October 27, 2016 board meeting needs to be changed to October 20, 2016 due to library functions and absenteeism. Beverly Miller moves to change to that date and Richard Siepielski seconds.

Vote: YES, Mary Jo Ahern, Vickie Ellis, Kay Kastran, Beverly Miller, Cathy Moldenhauer and Richard Siepielski.

No: NONE

Motion carried: 6-0

10. **Comments from the Board**: Vickie speaks for the record to restore the business nook room to get the library machinery out of the hallways and put the friends book nook into the hallway where the library book shelving use to be. Cathy thanks the board for being so receptive to the emailing of the minutes prior to the meetings. It helps to move the meetings along when changes can be made prior to the actual meeting.

11: **Adjournment**: Vickie Ellis moves to adjourn the meeting. Kay Kastran seconds it and meeting adjourned at 8:15pm.