

Auburn Hills Public Library

**APPROVED**

MINUTES FOR June 23, 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 called to order by President Richard Siepielski at 7pm
2. **Roll Call:** Present: Vickie Ellis; Angela River; Kay Kastran; Cathy Moldenhauer; Richard Siepielski

Also: Director, Stephanie McCoy and transcriber Sandy Burns.

Guests: 3 plus 2 auditors

3. **Approval of the draft Agenda:**

Angela River moved to amend the agenda, supported by Cathy Moldenhauer, to move the Audit to #4 and the Call to Public up to #7; seconded by Vickie Ellis.

Vote Yes: Ellis, Kastran, Moldenhauer, River, Siepielski

No: None Motion carried (5-0)

4. **Audit:** The auditor's financial statement and graphs were discussed and they were approved.

Richard Siepielski moved to accept audit as presented. Cathy Moldenhauer seconded.

Vote Yes: Kastran, Moldenhauer and Siepielski

No: Ellis and River Motion carried (3-2)

5. **Approval of draft library board minutes from May 26, 2016:**

Vickie Ellis stated that not enough information was captured in the minutes. C. Moldenhauer explained that not everything is required to appear in the minutes, only motions and votes need to be included. From now on "For the Record" needs to be spoken if someone wishes something to be in the minutes or the item will not appear.

Vickie Ellis stated that Director McCoy's absence was omitted from the Roll Call.

Angela River ~~wishes her~~ pointed out wording to be corrected from the March minutes that had stated “and voted on” on #4, it should have been stricken and not removed.

Angela River wants her 4 points of objections to the no vote Friend’s agreement included in the minutes: Friends address; additional space needed; lack of space for library use; ADA compliance.

Angela River moved to accept the minutes. Richard Siepielski seconded.

Vote Yes: Cathy Moldenhauer, Kay Kastran , Angela River, and Richard Siepielski

No: Vickie Ellis

Motion carried (4-1)

6. **Financial report:** As of May 31, 2016: Total Assets are \$1,418,020.16. Total Liabilities YTD are \$19,995.43. Total Revenues YTD are \$1,064,037.32. Total Expenditures YTD are \$431,867.84. Ending Fund Balance YTD is \$765,855.25.

7. **Call to Public:** Beverly Miller made an application to fill the vacancy on the Board and hopes we will consider her.

8. **Library Director’s Report:**

- a. Board would like Director McCoy to contact Plante Moran to follow up with them and get a proposal for auditing. ~~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 2<sup>nd</sup> auditor.** Should there be 3 bids on hiring of an auditor??
- b. Kay Kastran asked if the library was going to participate in summer fest and Director McCoy said yes and we will have a table scheduled for advertising and such.
- c. For the first time ever the Teen Department Staff had an opportunity to interact with the Avondale High School and Avondale Middle School during their lunch time to promote our summer reading programs. The teens played Plinko and had a chance to win a small prize. Approximately 300 kids participated.
- d. Michigan Township Participating Plan Board approved dividend distribution to the Library in the amount of \$960.61. This is a dividend check the library earned by being a member of their plan.

9. **Ongoing Business:**

- a. Proposed Library Lease agreement with the City of Auburn Hills.

1. Lease Committee update: Meeting has not taken place.
- b. By-laws amendment will put the call to the public to #6, this is tabled until the July meeting. Director McCoy will put out a draft on this subject about changing the call to public.
- c. Strategic Plan: Oakland University (Amy Bennett) may be able to help with the strategic planning...Richard Siepielski was called just before this meeting and what she wants from the Board is what our plan would be. We have some information as to what should be in the plan but we all need to agree on what should be in it for our library.
- d. Friends of the Library update: Nothing.
- e. Director's evaluation: Angela River and Kay Kastran met to research and look at forms. From what they learned they felt that the Director should do a self evaluation which was not a part of the evaluation before; and then the Board would do an evaluation als, making this a two part evaluation from now on. Kay Kastran wants everyone to look over the evaluation....come up with a couple goals for Director McCoy. They looked at the one that was already in place and felt that there should be a little more. These evaluations will be done quarterly. This is now tabled until the July meeting.
- f. Personnel Records, Retention and Retrieval: Angela River wants to know if there is anything Director McCoy wants different and the Director replied that she is good with the report as is!
- g. Library Board Membership Applications:
  1. Applications: There are 3 Board applications and resumes in the packet for consideration. A date of Tuesday, June 28<sup>th</sup>, at 6:30pm has been set tentatively for the interviews.

10. **New business:**

- a. 2017 Budget is a work in progress.
- b. Discussion was held concerning cell phone use by staff and Director McCoy will be handling this issue.
- c. Ellis expressed dissatisfaction with the way business has been conducted with the Friends operating agreement. Ellis tabled this until next meeting for further discussion.

11. **Motion to Adjourn:** Angela River moves to adjourn....Kay Kastran seconded.

Vote Yes: Richard Siepielski, Kay Kastran, Cathy Moldenhauer, Angela River and Vickie Ellis.

No: None

Motion carried (5-0)

Meeting adjourned at 8:55pm.

