

Board of Trustees Annual Meeting

APPROVED MINUTES

Location: Small Meeting Room, Auburn Hills Public Library

3400 E. Seyburn Drive, Auburn Hills, Michigan 48236 (248) 370-0466

Thursday, December 14, 2017 at 7pm

1. **Call to Order:** President, Richard Siepielski calls the meeting to order at 7pm.
2. **Roll Call:** Beverly Miller, Mary Jo Ahern, Richard Siepielski, Cathy Moldenhauer, Kay Kastran, Shawanna Fletcher.

Also present: Interim Director, Jan Waun and Transcriber, Sandy Burns

3. **Approval of Draft Agenda:**

a: December 14, 2017: Kay Kastran moves to approve the agenda as presented and Mary Jo Ahern seconds it.

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

NO: NONE

Motion carried: 6-0

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

a: November 16, 2017: ~~Mary Jo Ahern makes a motion to accept the minutes with a revision concerning the library calendar for Thanksgiving weekend 2018. The motion did not carry. Cathy Moldenhauer seconds it.~~ **Trustee Miller moves to accept the minutes with the following revision: Trustee Ahern made a motion to keep the library open ½ day on Saturday of Thanksgiving weekend in November 2018 and Trustee Moldenhauer had seconded it. Trustee Ahern seconded the revision. All were in favor of this motion and it passed.**

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

NO: NONE

Motion carried 6-0

5. **Financial report:**

a: November 30, 2017: As of November 30, 2017; Total Revenues: \$1,105,995.65; Total Expenditure, \$986,954.12; Total Revenue v Expenses \$119,041.53; Cutwater investments: \$737,608.74.

6. **Call to the Public:** NONE

7. **Library Director's Report:** The resolution for EIN is still going through; A library employee has been visiting schools in the area and preparing them for the Battle of the Books with 4th and 5th graders; ~~A Library Director's assistant~~ **A Reference Assistant** has replaced a former employee who has moved on. Interim Director, Jan Waun is hoping the new person will start in January but it all depends on how fast the city's hiring process goes. This is a part time position; The library is changing their "catalog"/ILS system to CARLX system and that should take effect by June of 2018 and the staff will be having training on this new system. It will allow the library to keep the youth from seeing anything inappropriate from the adult books such as romance novels, etc.; The weeding of old material on the shelves is still in progress, and newer material is being stocked.

8. **Other Reports:**

a: Friends of the Library: NONE

9. **Ongoing Business:**

a: EIN

i: Auburn Hills Resolution: A resolution document was typed up and Beverly Miller moved to accept and Mary Jo Ahern seconds. Cathy Moldenhauer will fill this out and sign it to send back to the city.

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

NO: NONE

Motion carried: 6-0

b: New Director Hiring: The Rochester library is willing to help in the hiring. Richard Siepielski gave Kay Kastran a couple manuals to read, as they are very helpful with information on how to hire a Library Director. Kay Kastran, Beverly Miller and Mary Jo Ahern will take a look at these books after the first of the year. The books say it could take about 27 weeks to find the "perfect" director!

c: 2018 Closing Dates: Shawanna Fletcher moves to accept the calendar, Kay Kastran seconds it. Dates are set.

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

NO: NONE

Motion carried: 6-0

d: 2018 Library Board Monthly Meeting Dates: This was accepted at the same time as the 2018 Closing dates.

10. **New Business:**

a: Election of New Board of Trustees Officers: Beverly Miller nominated Kay Kastran for President and Kay accepts the nomination.

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

NO: NONE

Motion carried: 6-0

Cathy Moldenhauer nominated Shawanna Fletcher to be Vice President, Shawanna accepts.

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

NO: NONE

Motion carried: 6-0

Shawanna Fletcher nominates Beverly Miller for Secretary and she accepts.

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

NO: NONE

Motion carried: 6-0

Beverly Miller nominates Mary Jo Ahern for treasurer and she accepts.

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

NO: NONE

Motion carried 6-0

b: Orientation of the Board: Interim Director, Jan Waun will walk the board through the library and introduce them to the staff and the various departments. That will be scheduled for January after the holidays are over. A dinner scheduled in the evening with the library staff and board has been suggested.

11. **Comments from the Board**: Cathy Moldenhauer announces her resignation because she is moving to White Lake, MI.

12. **Adjournment**: President Kay Kastran adjourns the meeting at 8pm.