

Board of Trustee Meeting

APPROVED MINUTES

Location: Small Meeting Room, Auburn Hills Public Library

3400 E. Seyburn Drive, Auburn Hills, Michigan 48236 (248) 370-9466

Thursday March 22, 2018 at 7PM

1. **Call to Order:** Trustee Kastran called the meeting to order at 7pm

2. **Roll Call:**

Present: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller

Also Present: Interim Director Waun and Transcriber Burns

Absent: Trustee Siepielski

Guests: 1

3. **Approval of Draft Agenda:**

- a. March 22, 2018.

MOTION: Trustee Fletcher moves to accept and Trustee Kastran seconds.

VOTE: **Yes:** Ahern, Fletcher, Kastran and Miller

No: None

MOTION CARRIED: 4-0

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

- a. January 25, 2018.

MOTION: Trustee Ahern moves to accept, Trustee Kastran seconds.

VOTE: **YES:** Ahern, Fletcher, Kastran and Miller

NO: None

MOTION CARRIED: 4-0

5. **Financial Report:**

- a. February 28, 2018: Total Revenue: \$1,301,616.05; Total Expenses: \$19,544.39; Total Revenues v Expenses: \$1,282,071.66; Investment Cutwater \$734,908.74.

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

7. **Library Director's Report:**

Web Junction is an educational software that the staff and volunteers can learn different things from, i.e. shelving, etc., and certificates are given once the task is completed.

A Youth printer has been installed

The Roof replacement that was started in November but was interrupted due to weather. The status is that the company will send out a larger crew to hopefully complete it in a shorter time.

A lot of good comments are coming in more often about the happiness within the library, the awesome help that is available.

Several school visits occurred within the month of February to the library.

8. **Other Reports:**

- a. Friends of the Library: Book sale in May along with a basket auction with 14 baskets.

9. **Ongoing Business:**

- a. Trustee Vacancy - filled
- b. New Director Hiring
 - i. Approval of the posting:

MOTION: Trustee Miller moves to accept the new director posting as presented and Trustee Kastran seconds.

VOTE: YES: Ahern, Fletcher, Kastran and Miller

NO: None

MOTION CARRIED: 4-0

- c. Board Email: included in packet

10. **New Business:**

- a. Cash Management Resolution: City resolution to continue handling library finances through the end of 2021 was presented and discussed.

MOTION: Trustee Ahern moves to accept and Trustee Fletcher seconds.

VOTE: YES: Ahern, Fletcher, Kastran and Miller

NO: None

MOTION CARRIED: 4-0

b. Changing the Policy

- i. Library Card Policy: Director Waun explained the need for a library card policy.

MOTION: Trustee Kastran moves to accept and Trustee Ahern seconds.

VOTE: YES: Ahern, Fletcher, Kastran and Miller

NO: None

MOTION CARRIED: 4-0

- c. Credit Card: Director Waun is asking that the library retain a credit card for purchases to alleviate having to sign purchase order and sending to the city and having it approved by the board. And there are times she has had to use her personal one.

MOTION: Trustee Ahern moves to get the credit card, Trustee Fletcher seconds.

VOTE: YES: Ahern, Fletcher, Kastran and Miller

NO: None

MOTION CARRIED: 4-0

- d. Dunn and Bradstreet Number: Director Waun explained that we need this number to help with getting grants. .

MOTION: Trustee Miller moves to get this number and Trustee Fletcher seconds.

VOTE: YES: Ahern, Fletcher, Kastran and Miller

NO: None

MOTION CARRIED: 4-0

11. **Comments from the Board (Communications):** Thanks, was given for the tour of the library. Thanks to Jan for her work as Interim Director as she is doing a great job and the atmosphere is so happy now!

12. **Adjournment:** Meeting adjourned at 7:45pm