

Board of Trustees Meeting

**APPROVED MINUTES**

Location: Small Meeting Room, Auburn Hills Public Library

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

Thursday, Oct 18, 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, Trustee Reynolds and Trustee Siepielski.

Also Present: Director Marble and Transcriber Burns

Guests: 1

3. **Approval of Draft Agenda:** Trustee Fletcher moved to accept the agenda and Trustee Ahern seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

4. **Approval of Meeting Minutes:**

- A. Regular meeting minutes – Thursday, September 27, 2018, Trustee Reynolds moves to accept and Trustee Fletcher seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

- B. Budget Hearing Minutes – Saturday – September 29, 2018, Trustee Miller moves to accept and Trustee Kastran seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

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

6. **Financial Report:** As of September 30, 2018: Total Revenues, \$1,129,882.12; Total Expenditures: \$757,279.00; Total Net Revenue vs Expenditures: \$372,603.12; Total Cutwater Investment \$741,310.74.

7. **Director's Report:** Director Lawrence attended the Advanced Director's Workshop, which is required for all new Director's, in order to apply for state aid.

Today's Business Solutions (TBS) came out to talk with the staff about a better faxing/scanning service. The information was given to the library board for review and possible approval. The new system would get a higher revenue return compared to the older one also.

Director Marble decided to have the Library become a member of the Chamber of Commerce. The Chamber was very excited about it.

The upstairs in the old section of the library, needs to be emptied out of old wood and other fire hazard things. Director Marble would like to use it as storage only. Very old area and he feels it to be unsafe! A fireproof cabinet is in consideration to store all the minutes and such.

Interviews have been taking place for the IT position and the Marketing position. Decisions will be made soon.

8. **Other Reports:**

A. Friends of the Library: Alice Kowolski spoke: Several boxes of books have been sent out and some rare books were found in the mix. Monies from the sale of these books will go to the Friends and it will benefit the library also. Chrysler workers will be coming to help set up and tear down for the book sale. Book Sale will be Nov. 28<sup>th</sup> – Dec. 1<sup>st</sup>.

9. **Ongoing Business:**

A. 2019 Budget Resolution adjustment and approval: Trustee Miller makes a motion to approve the 2019 budget as amended. Trustee Ahern seconds it.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

- B. 2018 Budget Amendment: Trustee Reynolds moves to amend the 2018 budget with the adjustments to the revenue. Trustee Ahern seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

Trustee Fletcher moves to allow Marketing and IT person that is hired in 2018 to come out of the salary budget of 2018, Trustee Kastran seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

**10. New Business:**

- A. Holiday Closings 2019: Director Marble submitted a calendar of proposed holiday closing dates for 2019. Trustee Kastran moves to accept the closings as stated on the holiday calendar. Trustee Fletcher seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

- B. New faxing/scanning system: Director Marble wants to use the Computer equipment fund and pay it off now. Trustee Kastran makes motion to approve the purchase of the new scanner not to exceed \$8000. Trustee Ahern seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

- C. Discussion on the procedure for agenda and minutes: Board has decided to follow Robert's Rules for the procedure on the agenda and minutes.

- D. Friends of the Auburn Hills Public Library agreement revision: Trustee Reynolds moves to accept the agreement and Trustee Fletcher seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED 6-0

11. **Comments from the Board (Communications):** NONE

12. **Adjournment:** Trustee Kastran adjourns the meeting at 8:10pm.