

Board of Trustees

APPROVED BOARD MINUTES

Location: Small Meeting Room, Auburn Hills Public Library

3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466

Thursday, December 13, 2018 at 7PM

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

2. **Roll Call:** Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

Also present: Director Marble and Transcriber Burns

Guests: 3

3. **Approval and Overview of Draft Agenda:** Trustee Fletcher moves to approve the Agenda and Trustee Siepielski seconds it.

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, November 15, 2018: Trustee Ahern moves to approve the minutes and Trustee Miller seconds it.

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:**
 - A. Guests: Connor McNamara and Christina Bowers: Introductions were made to the board. They are the new employees of the Auburn Hills Public Library.

6. **Financial Report:** As of November 30, 2018, Total Revenues: \$1,138,149.61; Total Expenditures: \$962,469.70; Total Net Revenue vs. Expenditures: \$175,679.91; Total Cutwater Investment: \$742,612.74; Total Cash: \$627,889.32.

7. **Director's Report:** Very pleased with DPW's response to repairs that have needed immediate attention. Trustee Siepielski asks for an updated Staff Organizational Chart. Director Marble will have that ready in January.

Director Marble attended the Detroit Suburban Library Roundtable in November. The key speaker was labor attorney Mel Muskobitz who gave tips on how to hire and dismiss employees without violating any rules or laws.

Christine Hage from Rochester Hills announced at the Round Table Meeting that Julie Farkas, Director of the Novi Public Library and myself will form a Workshop Committee in the new year to create a guide for planning and implementing your own in-house Strategic Plan.

The City Safety Committee met to go over Fire and Tornado procedures. The Fire Department has also been doing training on Stop the Bleed which involves active shooters in public places. The trainer will set up a special date next month to train our staff on this procedure. We will also be getting a Stop the Bleed kit for the Library which will be provided by the Fire Department.

8. **Other Reports:**

- A. Friends of the Library: Jackie Ingersol, speaking on behalf of the Friends, last month book sale made about \$2000, Auction baskets \$230. Kudos to the new director from the friends.

9. **Ongoing Business:**

- A. Insurance Update: The decision was made to renew the insurance policy for 1 year just to keep us covered. Director Marble was not getting any response from the insurance company used by the city and didn't want to take a chance on the policy lapsing.
- B. Hoopla Invoice approval: Hoopla is about to be launched. Director Marble proposes to put \$5000 on the card and as it is used Hoopla will subtract payment from the \$5000. The plan is to allow 2 downloads for non residents and 3 downloads for residents (uses of Hoopla in 1 month). Board agrees with this plan.
- C. Amend 2018 budget: Director Marble is asking to move money from the employee part time line to the full time line. He will also speak to Michelle at the city to find out how the budget is being handled.
- D. Holiday event for staff update: The friends approved up to \$600 for an appreciation dinner. A quote was received for \$535 and this includes delivery. Date to be announced.

10. **New Business:**

- A. Board meeting dates 2019: The Board will meet on the 2nd Monday of each month beginning in January 2019. The only month that would change is November because of Veterans Day. Trustee Siepielski moves to change the dates as presented 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. Election of New Board of Trustee Officers: Trustee Miller nominates Trustee Ahern for President and Trustee Siepielski nominates Trustee Kastran; Both nominees accept the nominations.

VOTE: YES: Three (3) votes for Trustee Ahern (Trustee Ahern, Trustee Miller and Trustee Reynolds). Three (3) votes for Trustee Kastran (Trustee Fletcher, Trustee Kastran and Trustee Siepielski).

Suggestion was made by Trustee Miller for Trustee Kastran to be president and Trustee Ahern to be Vice President. Both parties accept this suggestion.

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

NO: NONE

MOTION CARRIED 6-0

Trustee Kastran nominates Trustee Fletcher for treasurer and she declines. Trustee Ahern nominates Trustee Reynolds and she declines. Trustee Ahern nominates Trustee Siepielski to be treasurer. Discussion ensued, and he accepts.

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

NO: NONE

MOTION CARRIED 6-0

Trustee Ahern nominates Trustee Reynolds for secretary and she declines. Trustee Reynolds nominates Trustee Miller and she accepts.

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

NO: NONE

MOTION CARRIED 6-0

- C. Policy Manual (Policy 101): A Committee will be formed to update the Policy Manual. The committee will be made up of Director Marble, Trustee Reynolds, Trustee Miller and Trustee Kastran. The committee will review the policy manual and make changes as needed.
- D. Emergency Closing Policy: Director Marble cleared up the wording of the Policy as it was quite repetitive.
- E. Youth Workroom Proposal for 2019: Rework the Youth Workroom, Director Marble is asking for approval to do this because it's over \$5000. Trustee Reynolds moves to accept his proposal 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

- F. Amend the budget once, at years end: Discussion will take place in January after Director Marble speaks to Michelle at the City Offices.

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

12. **Adjournment**: Trustee Kastran adjourned the meeting at 8:45pm