

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

Monday, February 11, 2019

1. **Call to Order**: Trustee Kastran calls the meeting to order at 7pm
2. **Roll Call**: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds.

Absent: Trustee Siepielski

Also present: Director Marble

Guests: 1

3. **Approval of the Draft Agenda**: Trustee Kastran asks for any questions on the agenda or for someone to make a motion to accept. Trustee Reynolds moves to accept the agenda and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 5-0

4. **Approval of Meeting Minutes**: Trustee Kastran ask for a motion to accept the minutes from January 14th if there are no corrections. Trustee Fletcher moves to accept and Trustee Kastran seconds.

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

NO: NONE

MOTION CARRIED: 5-0

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

6. **Financial Report:** As of January 31, 2019, Total Revenues: \$405,023.97; Total Expenditures: \$67,593.35; Total Net Revenue vs Expenditures: \$337,430.62; Total Cutwater Investment: \$748,704.74; Total Cash, \$848,169.83.
7. **Director's Report:** Director Marble, some staff members and Trustee Kastran did a walkthrough of the library and explained to the Assistant City Manager and DPW what areas we are hoping to improve upon at the library. The walk through was very successful and Director Marble personally feels that this is the type of thing that will create goodwill between the Library and the City.

Due to a Snow storm in January, Trustee Kastran and Director Marble made the decision to close the library to keep the staff safe. Schools and Universities were also closed that day.

Director Marble attended the Director's Suburban Roundtable meeting in Novi. The topic was about libraries going "fine" free, which means not charging patrons for overdue items.

There were some lighting issues on the outside of the building and DPW came out and fixed them. At that time, they also went around the building and replaced any burned-out bulbs.

The decision was made to have "guest passes" be completely free. Anyone may come in now and get a guest pass to use the computer. This will put a more positive feeling on our library.

8. **Other Reports:**

- A. Friends of the Library: C.J. reports that the friends are preparing for their book sale and they are also asking for basket donations for their auction.

9. **Ongoing Business:**

- A. Policy Committee Meeting dates: Director Lawrence wishes to start completely over with the policies as they have not been updated for a very long time. The committee which is made up of Trustee Kastran, Trustee Miller and Trustee Reynolds have agreed to meet on some Tuesday's to start the process of updating the policies of the library.
- B. Huttonlocher Group Insurance: Building walk through update – This walk through has been postponed until the second Friday of April.
- C. Strategic Planning Committee update: Trustee Fletcher, Trustee Kastran and Trustee Reynolds met with Director Marble and put together the survey for the public to fill out to begin the Planning process. The survey will go into the city newsletter that gets mailed to the public. Residents can then go online and fill it out. For those that are not able to use a computer, there will be hard copies of the survey available at the library for people to pick up.

10. **New Business:**

- A. Building walk through with Assistant City Manager and DPW: Trustee Kastran joined Director Marble with this walk through. This walk through was to confirm what the library is allowed to do and not allowed to do such as changing lighting or shelving and/or decorating different ways.
- B. Proposal for Building Floor Plan from Quinn Architects: Quinn Architects are experienced in library design. Director Marble brought a representative in just to get a proposal. The board feels it is too pricey to hire someone and the improvements/design should be done within.
- C. Approval of the Community Survey: After some changes were made, Trustee Reynolds moves to approve the survey and Trustee Ahern seconds it.

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

NO: NONE

MOTION CARRIED: 5-0

- D. Strategic Planning Retreat: A date will be chosen, and the retreat will be held at the library and it will last for about 6 hours. Everything will be discussed then.

11. **Comments from the Board (Communication)**: Trustee Ahern brought an article from the paper about what other libraries are doing and some are good ideas that Auburn Hills Public Library might want to look into!

12. **Adjournment**: Trustee Kastran adjourns the meeting at 7:50pm.