



Auburn Hills Public Library

APPROVED AUBURN HILLS PUBLIC LIBRARY MINUTES FOR 3/27/07

Location: Small Meeting Room, Auburn Hills Public Library
3400 E. Seyburn Drive
Auburn Hills, Michigan 48326

1. **Call to Order:** President D. Rohe called the meeting to order at 4:00 p.m.
2. **Roll Call:** Present: D. Rohe, P. Landsberg, D. McBroom, B. Sanders, L. Hendricks and N. Phillips. Also present: K. Waarala, Director, and K. Messer, Admin. Assistant.

Item #3 in the meeting minutes of 2/27/07 required a correction regarding the use of Mr. Phillips' name. *The correct use of the name should be Phillips instead of Nelson.*

3. **Approval of minutes from previous meeting:**

**Motion by L. Hendricks to approve the Library Board meeting minutes of 2/27/07
Supported by B. Sanders**

**Vote: Yes: Rohe, McBroom, Sanders, Hendricks, Phillips, Landsberg
No: None**

Motion carried (6-0)

4. **Financial Report:** Financial Officer D. McBroom stated that as of February 28, 2007, the total liabilities and fund balance is \$867,706. Total revenues YTD are \$378,783. Total expenditures YTD are \$354,025. Fund balance YTD is \$807,117.

**Motion by B. Sanders to accept the financials of February 2007
Supported by N. Phillips**

**Vote: Yes: McBroom, D. Rohe, Landsberg, Phillips, Sanders and Hendricks
No: None**

Motion carried (6-0)

5. **Public Comments:** None
6. **Library Director's Report:** K. Waarala informed the Board that the e-newsletter was sent on March 1st to 220 recipients. The Library has been promoting sign-up at the service desks and at the circulation desk at check out. K. Waarala is confident this service will grow and will be an extremely cost effective way of communicating with library patrons. The first state aid payment of \$7,800 has been received for the 2007 year. The job shadowing program has been finalized and Library staff members are currently selecting which jobs they want to shadow. K. Waarala along with the Youth Services staff will be attending the Michigan Library Association Spring Institute on March 28th-30th in Frankenmuth. Maria Danna will be in charge of the Library in K. Waarala's absence. The Library will be closed April 6th for Good Friday. K. Waarala informed the Board that she would be absent from the Library beginning the afternoon of May 1st through May 8th due to her upcoming nuptials.

7. **Committee Reports:**

- (a) Personnel Committee
Closed session-Director Evaluation

K. Waarala requested the meeting move to closed session for the purpose of the Library Director's evaluation.

Motion by D. McBroom to close the meeting and move to Executive session for the purpose of the Library Director's evaluation
Supported by P. Landsberg

Vote: Yes: McBroom, Landsberg, Phillips, Sanders, Rohe and Hendricks
No: None

Motion carried (6-0)

Meeting entered closed session at 4:33 p.m.

Motion by L. Hendricks to end the Executive session
Supported by P. Landsberg

Vote: Yes: McBroom, Landsberg, Phillips, Sanders, Rohe and Hendricks
No: None

Motion carried (6-0)

Motion by D. McBroom to enter back into open session
Supported by B. Sanders

Vote: Yes: McBroom, Landsberg, Phillips, Sanders, Rohe and Hendricks
No: None

Motion carried (6-0)

Meeting entered back into open session at 5:00 p.m.

Motion by L. Hendricks to increase Library Director Karrie Waarala's salary to \$68,500 effective April 1, 2007
Supported by B. Sanders

Vote: Yes: McBroom, Landsberg, Phillips, Sanders, Rohe and Hendricks
No: None

Motion carried (6-0)

8 **New Business:**

D. Rohe asked K. Waarala to provide notecards and a staff list at the next meeting so that she can begin writing thank you notes to accompany staff appreciation gifts from the Library Board. K. Waarala and K. Messer will coordinate the purchase of these gifts.

9. **Ongoing Business:** None

10. **Adjournment:**

Moved by L. Hendricks to adjourn the meeting
Supported by N. Phillips

There being no objections, the meeting was adjourned at 5:04 p.m.

Submitted by
K. Messer, Admin. Assistant
For Paul Landsberg, Secretary