



Auburn Hills Public Library

APPROVED AUBURN HILLS PUBLIC LIBRARY MINUTES FOR 06/24/08

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

1. **Call to Order**: President B. Sanders called the meeting to order at 3:56 p.m.
2. **Roll Call**: Present: Bruce Sanders, Paul Landsberg, Deanna Rohe, Nelson Phillips. Also present: Sarah Clay and Kathy Cacorian, Plante & Moran Associates, Karrie Waarala, Library Director and Jean Smiley, Library Administrative Assistant.

Absent: David McBroom, Gretchen Thams

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

Motion by P. Landsberg to approve the Library Board meeting minutes of May 27, 2008. Supported by D. Rohe.

Vote: Yes: Sanders, Landsberg, Rohe, Phillips
 No: None

Motion carried (4-0)

B. Sanders suggested that the Agenda order be changed to accommodate the auditors from Plante & Moran.

No objections

4. **New Business**:

(a). Auditor's Report, Plante & Moran

- K. Cacorian presented the results of the audit. She stated that the Library was in compliance with all financial procedures.

- Two new standards did take effect last year that changed what the associates had to do to get ready for the audit this year. A lot of time had to be taken up front to document the processes and controls that are in place. A letter to the Board was included, as any journal entries that are posted must be communicated. Two journal entries were posted; however, they are the same entries that have been posted every previous year.
 - At the conclusion of the overview, the associates stated that any questions could be directed to them at any time via a phone call.
 - P. Landsberg had a question about the depreciation of the books. Ms. Waarala explained the process and K. Kercorian again stated that any questions could be directed toward them at any time in the future.
5. **Financial Officer's Report.** Financial Officer P. Landsberg reported that as of May 31, 2008 total assets \$1,565,943. Liabilities are \$47,258. Excess of Revenues over expenditures \$692,674. Beginning Fund balance \$826,012. Total Fund Balance \$1,518,686.
6. **Public Comments:** A thank you note was passed around from K. Stafford in regards to the flowers that were given to her and in appreciation for the time she had spent working at the Auburn Hills Public Library.
7. **Library Director's Report:** Ms. Waarala asked if there were any questions regarding her report that was included in the Board packets.
- N. Phillips asked for more information about the online bidding service, MITN (Michigan Inter-Governmental Trade Network). Ms. Waarala replied that it is a service for Michigan municipalities that allows them to conveniently post bid requests for large projects. While the City of Auburn Hills requires a bid request for purchases or projects over \$10,000, the Library is often exempt from this requirement because we do our purchasing through TLN, and it is part of our service agreement that TLN pursue the best prices. Ms. Waarala is interested in pursuing further training in the other aspect of MITN, which is an online auction site similar to eBay that allows municipalities to auction off old equipment. Ms. Waarala and Cheryl DeCovich will attend that training and begin generating some revenue for the Library by selling old equipment.
 - B. Sanders inquired about the Wii bowling program. Ms. Waarala described the virtual game and exclaimed how the teens and seniors are loving it. It will be demonstrated at the next Board meeting. P. Landsberg added his comments about how wonderful it is.
 - Ms. Waarala stated that as of her written report, she was still checking references for Jean Smiley. Five interviews for the position of Administrative Assistant were

scheduled, four were conducted. One individual did not show. Jean was hired for the position.

- On June 23, 2008, the Auburn Hills City campus experienced a power surge and the generator did not kick in instantly which resulted in the Library losing its wireless Internet connection. Cheryl DeCovich has been working on it and discovered that some of the files were corrupt. Ms. Waarala and Ms. DeCovich had been discussing our wireless Internet provider from Comcast to TLN, so we will do so now. TLN service will include tech support and it will cost only marginally more. However, the individual responsible for the wireless service at TLN was on vacation and Ms. DeCovich will be going on vacation, so it will be the middle of July before we can have it up and running again. The staff and public have been informed that we are in the process of upgrading our system. The new service will enable users to access the wireless with their library card and pin number.
- B. Sanders read a letter from Patty Goonis, on behalf of the Teen Services Division of the Michigan Library Association, written in thanks and praise of Karrie Waarala's service to the Teen Service Division for the past three years. Ms. Goonis listed the many contributions that Ms. Waarala made while she served and concluded by saying that "MLA is only as good as its members, and Karrie is as good as it gets."

8. **Committee Reports:** None

9. **New Business:**

(b). Proposal to close the Library on Columbus Day

Ms. Waarala stated that the idea had come up at a monthly department head meeting. The staff would like to have an all staff in-service day. Other libraries take advantage of this day because it is a day when banks, post office, etc. are closed and it is not a surprise to the public to find the library closed. Ms. Waarala requested board approval.

**Motion by D. Rohe to close AHPL on Columbus Day for an all staff in-service day.
Supported by N. Phillips.**

Vote: Yes: Sanders, Landsberg, Rohe, Phillips

No: None

Motion carried (4-0)

10. **Ongoing Business:**

(a). P. Landsberg stated that the antique table in the large meeting room was given to AHPL upon its opening by the People's Bank of Pontiac. He suggested that the table be only for decoration and not used in anyway. Ms. Waarala mentioned that there is a sign on the table stating that no food or drink should be placed on the table. She also stated that it would be a good idea to mention to anyone using the room that they may use any collapsible tables in the room, but that the antique table is not to be used in any way. It was discussed that the flower arrangement does get changed with the seasons.

(b). Meeting Room Policy wording change

Page 1, item #5 reads, “If it is determined the group meets the non-profit requirements, a Waiver of meeting Room Fee form must accompany the signed contract.” Ms. Waarala stated that this wording is misleading and it should be changed to “If it is determined the group meets the non-profit **and residency requirements**, a Waiver...”

Page 3 under **The Slide Projector and Overhead Projector**, third bullet point reads, “The individual responsible for the meeting must use his/her library card to check-out and check-in these items.” It will now read “**library card or driver’s license**.” The patron will need to leave a driver’s license at the front desk in order to use the equipment.

Page 3 under Large Meeting Room is where the information on the antique table will be added.

Motion by D. Rohe that the AHPL Meeting Room policy and guidelines be approved with the additions as discussed. Supported by N. Phillips

Vote: Yes: Sanders, Landsberg, Rohe, Phillips
No: None

Motion Carried (4-0)

(c). D. Rohe inquired about the staff gifts from the Board. Ms. Waarala said they had been distributed on June 19, 2008. A sample will be brought to the July meeting for the Board to see.

10. **Adjournment:**

Motion by P. Landsberg to adjourn the meeting. Supported by D. Rohe.

There being no objections, the meeting was adjourned at 4:31 p.m.

Submitted by:
J. Smiley, Administrative Assistant
For N. Phillips, Secretary