



Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR January 26, 2010

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 pm.
2. **Roll Call:** Present: Deanna Rohe, Nelson Phillips, Paul Landsberg, Ben Sebrowski and Nick Shone. Also present: VeRONICA Mitchell, appointee to Library Board, Karrie Waarala, Library Director and Jean Smiley, Library Administrative Assistant.
3. D. Rohe requested an item be added under New Business: Appointment of a FOIA, Freedom of Information Act, Director, for the Library.

Supported by P. Landsberg.

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

Motion by B. Sebrowski to approve the Library Board meeting minutes of November 24, 2009. Supported by N. Shone.

Vote: Yes: Rohe, Phillips, Landsberg, Sebrowski and Shone.

No: None

Motion carried (5-0)

5. **Financial Officer's Report:**

(a) Financial Officer B. Sebrowski reported that as of December 31, 2009 Total assets are \$939,633. Total liabilities are \$172,984. Total liabilities and fund balance is \$939,633. Total revenues YTD are \$1,422,670. Total expenditures YTD are \$1,403,380. Fund balance YTD is \$766,649.

D. Rohe questioned why the property tax revenue was over 100% in November and dropped to 96% in December. K. Waarala stated that there was a \$60,000 reduction for estimated Michigan Tax Tribunal Settlement. The City is holding this amount until the

2009 fiscal year is closed out at the end of February. This is the potential amount that may be taken out of the Library's property revenue.

K. Waarala also explained that the line item "Due to Oakland County" that was present in the November Financial statements is an accounting line for the property taxes that are due to Oakland County. This line was removed for the December statement.

6. **Public Comments:** None

7. **Library Director's Report:** Ms. Waarala asked if there were any questions regarding her written report that was included in the Board packets.

D. Rohe asked if the painting that was done to the Library came from the Library budget.

Ms. Waarala stated that it was from the DPS budget.

Ms. Waarala added to her report that she had spoken to the City Finance Director regarding the interest earned and it was correct in the November financials. The entire City suffered in 2009 in regards to the interest earned on the monies that were in CDs. The interest level dropped to .33 percent. The City has hired a financial manager. \$500,000 of the Library Fund Balance has been moved into a better interest earning opportunity. The Library should see the interest earnings rise in 2010.

Ms. Waarala added that membership forms to the Friends of the Library are now available at the check out desk.

8. **Committee Reports:** None
Personnel Committee

9. **Ongoing Business:** None

10. **New Business:**

(a) Appointment of new Library Board member:

**Motion by P. Landsberg to appoint VeRONICA Mitchell to the Library Board.
Supported by N. Phillips**

Vote: Yes: Rohe, Phillips, Landsberg, Sebrowski and Shone.

No: None

Motion carried (5-0)

D. Rohe welcomed Ms. Mitchell to the Board.

(b) Discussion of the February 23, 2010 meeting:

D. Rohe, Board President, will not be in town for the month of February. There is a possibility that N. Phillips, Board Vice President, will not be available either.

(c) Policy Reminders:

D. Rohe brought Library policy #16, Protocol and #17, Public Comment to the Board's attention as a reminder. The Board discussed policy #17, Public Comment.

K. Waarala will write up the proposed changes to the Public Comment Policy and present it to the Board for a motion at the next meeting.

(d) Discussion of the Meeting Room Policy:

The Board discussed clarification of the Meeting Room Policy. K. Waarala will rewrite the requirements for an organization to use the Library meeting room; it will no longer include the need for a 501(c) 3 form. Further discussion of the Meeting Room Policy will be on the Agenda for the February meeting.

(e) Appointment of the Freedom of Information Act Director:

Motion by B. Sebrowski to appoint Karrie Waarala as the Freedom of Information Act Director for the Auburn Hills Public Library. Supported by P. Landsberg.

Vote: Yes: Rohe, Phillips, Landsberg, Sebrowski, Shone and Mitchell
No: None Motion carried (6-0)

(f) Discussion of necessity of the Personnel Committee:

P. Landsberg stated that the Personnel Committee does not seem to have a role any longer. D. Rohe commented that its current duty is to compile the Library Director's Evaluation and that this duty has been carried out by the Personnel Committee Chairperson. It was discussed that the evaluation compilation could be the role of one of the officers of the Board. The Personnel Committee could become an ad hoc committee that would be created as needed. K. Waarala will check with other Library Directors and see how they handle this situation.

(g) N. Shone shared why being a member of the Library Board is important to him.

11. **Adjournment:**

Motion by B. Sebrowski to adjourn the meeting. Supported by N. Phillips

Vote: Yes: Rohe, Phillips, Landsberg, Sebrowski, Shone and Mitchell
No: None Motion carried (6-0)

There being no objections, the meeting was adjourned at 5:17 pm.

Submitted by:
J. Smiley, Administrative Assistant
For P. Landsberg, Secretary