



Auburn Hills Public Library

**APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR June 28, 2011**

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

1. **Call to Order:** Vice President, VeRonica Mitchell, called the meeting to order at 4:01 pm
2. **Roll Call:** Present: VeRonica Mitchell, Ben Sebrowski, Paul Landsberg, Nick Shone, Mary Do Demeulemeester and Toni Whitley. Also present: Dave Helisak and Stephanie Trotter of Plante & Moran and a member of the public. Also present: Stephanie McCoy, Library Director and Jean Smiley, Administrative Assistant.

3. **Approval of Board meeting minutes:**

Motion by M. Demeulemeester to accept the minutes from May 24, 2011 with the following correction: Meeting date change from May 22, 2011 to May 24, 2011. Supported by B. Sebrowski.

Vote: Yes: Mitchell, Sebrowski, Landsberg, Shone and Demeulemeester
No: None Motion carried (5-0)

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

(a) Financial Officer B. Sebrowski reported that as of May 31, 2011 Total assets are \$1,596,497. Total liabilities are \$246,219. Total liabilities and fund balance is \$1,596,497. Total revenues YTD are \$1,195,261. Total expenditures YTD are \$529,802. Fund balance YTD is \$1,350,278.

5. **Public Comments:** Member of the public was in attendance to observe.

6. **Library Director's Report:** Library Director, Stephanie McCoy asked if there were any questions or comments concerning her written report.

- V. Mitchell commented that the Barnes and Noble presentation was a good idea and inquired as to the feedback from staff. S. McCoy stated that the presentation was well received and useful.
- V. Mitchell asked if any staff had taken furlough hours. S. McCoy stated that some full time staff have taken furlough hours rather than a full furlough day and have agreed to transfer those hours into vacation hours.
- V. Mitchell commented on the adult services program for the fall, "Living Well on Le\$\$". Ms. Mitchell stated that the health and wellness fitness teacher and trainer for the City has offered her assistance with the program.

7. **Ongoing Business:**

(a) Welcome to Toni Whitley, the New Library Board Trustee.

- P. Landsberg suggested that item 8(a) Audit Presentation by Plante & Moran be moved up on the agenda.

8. **New Business:**

(a) Plante & Moran Audit Report

- Stephanie Trotter and Dave Helisak presented to the Library Board
- Mr. Helisak drew the Board's attention to the Financial Report and a letter of comments, requirements and required communication. Mr. Helisak encouraged the Board to ask questions at any time.
- Ms. Trotter stated that AHPL received an unqualified opinion, the highest level of assurance an auditing firm can give for a financial statement.

The Library as a Whole

- The Library reports net assets of \$1,050,946 this year on a full accrual basis, as compared to a fund balance of \$736,676 on the modified accrual basis of accounting.
- The Library's primary source of revenue is from property taxes. For 2010, total tax collections were \$1,247,862. This represents approximately 94 percent of total revenue.
- Salaries and fringe benefits are that largest overall expenditure of the Library. For 2010, this expenditure was \$868,861, representing approximately 61 percent of the Library's total expenditures.
- Total expenditures for the entire year under the modified accrual basis of accounting were \$1,426,941.

Economic Factors and Next Year's Budget and Rates

- The Library's budget for the 2011 fiscal year will most likely continue to see an increase in projected MTT refunds, as well as a decrease in revenue from property taxes. The Library will need to continue to budget conservatively in these trying economic times and cut costs where possible.

Ongoing Business Continued:

(b) Discussion and Decision of Board Officers

- V. Mitchell proposed that B. Sebrowski take the office of President and M. Demeulemeester take the office of Treasurer. V. Mitchell will remain in her position of V. President and P. Landsberg as Secretary.

Motion by N. Shone that B. Sebrowski take the position of President and Mary Do Demeulemeester take the position of Treasurer.

Supported by P. Landsberg.

Vote: Yes: Mitchell, Sebrowski, Landsberg, Shone and Demeulemeester
No: None Motion carried (5-0)

(c) Discussion of Suspension of Library Privileges Policy

- Based on research of other libraries, S. McCoy gave a recommendation that the Code of Conduct and the Suspension of Privileges Policy be combined. Ms. McCoy asked the Board for their opinion. V. Mitchell suggested that the Board

continue to look at the sample policies that Ms. McCoy provided and table the decision to the July, 2011 Board meeting. M. Demeulemeester asked Ms. McCoy to create a draft of the policy.

New Business Continued:

(b) Full Time Employee Health Care Agreement Discussion

Motion by M. Demeulemeester to consider the City's proposal on the Health Care Agreement. Supported by B. Sebrowski

Vote: Yes: Mitchell, Sebrowski, Landsberg, Shone and Demeulemeester
No: None Motion carried (5-0)

The City is considering an "opt out" option to Legislative Bill #7 which would require full time employees not to pay 20% of their health insurance until 2014.

The Board discussed the proposal. The Board stated that they did not have enough time or information to make a sound decision.

Motion by B. Sebrowski to reject the proposal from the City to opt out of full time employees delaying the paying of 20% of health insurance and wait for the results of Senate Bill #7. Supported by M. Demeulemeester.

Vote: Yes: Mitchell, Sebrowski, Landsberg, Shone and Demeulemeester
No: None Motion carried (5-0)

(c) T. Whitley asked for clarification on a parent returning books for their minor child. S. McCoy answered Ms. Whitley's question by stating that there are no restrictions regarding the returning of books. Mr. Sebrowski reminded the Board of the Library Privacy Act.

(d) N. Shone asked if the Library can do any fundraising. S. McCoy stated that the Library itself cannot fundraise; however, the Friends of the Library can do fundraising and donate to the Library. The Library may accept donations.

9. **Adjournment:**

**Motion by P. Landsberg to adjourn the meeting.
Supported by B. Sebrowski.**

Vote: Yes: Mitchell, Sebrowski, Landsberg, Shone and Demeulemeester
No: None Motion carried (5-0)

There being no objections, the meeting was adjourned at 5:27 pm.