



Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR November 22, 2011

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

1. **Call to Order:** President Ben Sebrowski called the meeting to order at 4:01 pm.
2. **Roll Call:** Present: Ben Sebrowski, VeRonica Mitchell, Nick Shone and Toni Whitley.
Also present: Angela River, Board Member Elect, Tom Tanghe, Assistant City Manager, Stephanie McCoy, Library Director, Jean Smiley, Administrative Assistant and members of the public. Absent: Mary Do DeMeulemeester, excused.
3. **Acceptance of the Agenda:**
B. Sebrowski moved New Business items (a) Welcome and swearing in of Board members (b) Election of Board Officers for 2012 and (c) Board Orientation Forms to item 4 of the Agenda and added item (e) Approval of 2012 Board meeting dates

Motion by V. Mitchell to accept the agenda with the above changes.
Supported by N. Shone.

Vote: Yes: Sebrowski, Mitchell, Shone and Whitley
No: None Motion carried (4-0)

4. **New Business**
 - (a) Welcome and swearing in of Board members
 - President, B. Sebrowski welcomed new Board member, Angela River and congratulated V. Mitchell on being elected to a new six year term.
 - Assistant City Manager **and acting City Clerk**, Tom Tanghe, administrated the swearing in of Angela River and VeRonica Mitchell to the Auburn Hills Public Library Board.
 - Mr. Tanghe left the meeting.
 - (b) Election of Board Officers for 2012
 - B. Sebrowski explained the responsibilities of each officer.
 - Nominations ensued for President, Vice President, Financial Officer and Secretary.
 - ◆ V. Mitchell nominated Benjamin Sebrowski for President.
 - B. Sebrowski accepted the nomination for President.
 - ◆ B. Sebrowski nominated Mary Do DeMeulemeester for Financial Officer.
 - M. DeMeulemeester expressed interest in the nomination prior to the meeting.
 - ◆ B. Sebrowski nominated VeRonica Mitchell for Vice President.
 - V. Mitchell accepted the nomination for Vice President.
 - ◆ V. Mitchell nominated Toni Whitley for Secretary.
 - T. Whitley accepted the nomination for Secretary.

- B. Sebrowski asked additional nominations.
- B. Sebrowski closed the floor to nominations.

Motion by A. River to elect the above individuals nominated for the Officer positions for the 2012 Auburn Hills Public Library Board of Trustees. Supported by N. Shone

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

The 2012 Auburn Hills Public Library Board of Trustee Officers are:

Benjamin Sebrowski, President
 VeRonica Mitchell, Vice President
 Mary Do DeMeulemeester, Financial Officer
 Toni Whitley, Secretary

(c) Board Orientation Forms

B. Sebrowski asked the Board of Trustees to fill out the Board Contact Information form and the Ethics and Confidentiality form before leaving the meeting.

5. Approval of minutes from October 18, 2011 regular meeting and November 7, 2011 special meeting

Motion by N. Shone to approve the minutes of October 28, 2011. Supported by V. Mitchell

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

Motion by A. River to approve the minutes of November 7, 2011, special meeting. Supported by N. Shone

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

6. Financial Officers Report

President, Ben Sebrowski reported that as of October 31, 2011 Total assets are \$1,108,786. Total liabilities are \$272,289. Total liabilities and fund balance is \$1,108,786. Total revenues YTD are \$1,194,063. Total expenditures YTD are \$1,042,385. Fund balance YTD is \$836,497.

7. Public Comments

President, Ben Sebrowski read the protocol for public comments: “The Library Board of Trustees welcomes public comments; speakers will have a maximum of five (5) minutes to address the Board. Each speaker shall state name and address for the record before making comments. Comments requiring a response from the Board will be addressed in writing within two (2) weeks of the meeting at which they were made.

- Jessica Bolton on Robert Court asked the Board several questions regarding the 2012 Budget and closing on Fridays.

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

- S. McCoy stated that the Michigan Library Association (MLA) conference was very telling and hopes that AHPL will be able to move ahead with technology.
- B. Sebrowski inquired as to why hold slips were being changed.
- S. McCoy stated that the MLA attorney stated concerns expressed with patrons names being printed on the hold slip and privacy issues; therefore, AHPL hold slips will have the first five (5) letters of an individual's last name and the last four (4) digits of the library card number.
- A. River stated that some last names have only five (5) letters.
- V. Mitchell was pleased to see the grant regarding English as a second language awarded to the Adult Services Department of Auburn Hills Public Library.

9. **Old Business:**

(a) Approval of Meeting Room Policy

- A. River suggested the \$100 cleaning fee be added to the Meeting Room Contract.
- The Board agreed and it will be added to the contract.
- B. Sebrowski expressed that he would feel more comfortable with the contract change being approved by the attorney.
- The Meeting Room Policy will be brought before the Board at the December meeting for approval.

New Business Continued

(d) Communication

- Library employee, Kathy Rudes sent a note thanking Library Board member, Nick Shone for the donation made to the DVD collection.
- The Board received a note of thanks in regards to the staff appreciation gift given last May

(e) Approval of 2012 Board meeting dates

- The Board discussed starting and ending times for the 2012 Board meeting times.
- V. Mitchell inquired of the Board meeting at 4:30 pm rather than 4:00 pm

Motion by A. River to accept the proposed Library Board meeting dates with a meeting start time of 4:30 pm. Supported by V. Mitchell

Vote: Yes: Sebrowski, Mitchell, Shone, Whitley and River

No: None

Motion carried (5-0)

10. **Adjournment:**

Motion by V. Mitchell to adjourn the meeting. Supported by T. Whitley.

Vote: Yes: Sebrowski, Mitchell, Shone, Whitley and River

No: None

Motion carried (5-0)

There being no objections, the meeting was adjourned at 4:45 pm.

Submitted by:

J. Smiley, Administrative Assistant

as reviewed by V. Mitchell, Library Board Vice President