

Auburn Hills Public Library

APPROVED AUBURN HILLS PUBLIC LIBRARY MINUTES FOR April 27, 2010

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

- 1. <u>Call to Order</u>: President Deanna Rohe called the meeting to order at 3:59 pm.
- 2. **Roll Call:** Present: Deanna Rohe, Paul Landsberg, Nelson Phillips, Ben Sebrowski, Nick Shone and VeRonica Mitchell. Also present: Karrie Waarala, Library Director and Jean Smiley, Library Administrative Assistant. Also present, Jan Mitchell, Friends of the Library President.
- 3. Approval of minutes from previous meeting:

Motion by P. Landsberg to approve the Library Board meeting minutes of March 23, 2010. Supported by V. Mitchell.

Vote: Yes: Rohe, Landsberg, Philips, Sebrowski, Shone and Mitchell

No: None Motion carried (6-0)

4. Financial Officer's Report:

(a) Financial Officer B. Sebrowski reported that as of March 31, 2010 Total assets are \$1,837,567. Total liabilities are \$183,933. Total liabilities and fund balance is \$1,837,567. Total revenues YTD are \$1,253,155. Total expenditures YTD are \$339,295. Fund balance YTD is \$1,653,634.

5. **Public Comments:** Friends of the Library President, Jan Mitchell.

Ms. Mitchell gave a history of the Friends of the Library group from March 2009 to present. She stated that the group has received a letter of incorporation, joined the Friends of Michigan Libraries and attended the FOML winter workshop. The Friends of the Library were advised on applying for grants that range from \$250-\$400. The Friends group also managed AHPL's book sale successfully with proceeds at approximately \$1900. The group now plans on moving forward with applying for non-profit and possibly 501 (c) 3 statuses. Ms. Mitchell stated the strengths of the Friends of the Library as having great support from K. Waarala, Library Director and the Library staff and having a very committed core group of individuals. There are 25 total members so far.

Ms. Mitchell stated the following needs of the Friends of the Library group:

- An accountant for the nonprofit issues and for consultation
- More members to work
- More advertising
- Joining the Chamber of Commerce
- Create membership cards

D. Rohe presented the Friends of the Library with a letter of appreciation from the Library Board. Ms. Rohe also offered assistance from the Library Board for the next book sale.

- 6. <u>Library Director's Report:</u> Ms. Waarala asked if there were any questions regarding her written report that was included in the Board packets.
 - D. Rohe asked if developing a satellite library was feasible in regards to current finances. Ms. Waarala stated that the satellite library in the downtown area of Auburn Hills would not be a full service branch of the Library. The City is looking to develop an off campus student center. There would be starting up costs and equipment costs. D. Rohe asked if there would be additional personnel costs. Ms Waarala stated that the city thinks the facility could be staffed by student employees, not Library staff. Some of the ideas for the satellite are having lockers where books on hold would be picked up, a book vending machine, book discussion groups and children's story time. The satellite service center would likely be part of a multi-purpose facility.
 - K. Waarala gave an MLA update. The new proposed law banning texting while
 driving had included an amendment that would take Penal Fines from being
 awarded to Library budgets. The MLA worked to have this amendment
 successfully removed from the law.
- 7. <u>Committee Reports</u>: None Personnel Committee

8. **Ongoing Business:**

(a) Approval of changes to Article IX, Section 3 of the Auburn Hills Public Library Bylaws concerning the Personnel Committee of the Library Board. The changes will include deleting the first two paragraphs and adding the following:

As of April 27, 2010, the Personnel Committee shall be considered a Special Committee to be set up by the Board or by the President as needed.

Motion by P. Landsberg to change Article IX of the Bylaws as stated above. Supported by B. Sebrowski.

Discussion ensued concerning keeping a record of what has been changed in the Bylaws. P. Landsberg expressed concern over the previous wording being omitted. It was decided that previous versions of the Bylaws should be maintained electronically.

Vote: Yes: Rohe, Phillips, Sebrowski, Shone and Mitchell

No: Landsberg Motion carried (5-1)

(b) Discussion of Code of Courtesy Policy

Discussion ensued concerning changing the food and drink policy for the Library.

K. Waarala will bring a proposed revision to the Code of Courtesy Policy to the May Library Board Meeting.

9. New Business:

(a) Discussion of the Geochron

The Geochron was donated in 1996 by the Cooper family in memory of John C. Cooper. It no longer works and repair to it would cost approximately \$900. The Library Board decided unanimously to not spend the money at this time for the repairs.

(b) Review Emergency Closing Policy

The Library Board discussed the Youth Department's request to revise the Emergency Closing Policy as presented in the Board packet and shown below.

From: Children's programs will automatically be cancelled when Avondale Schools are closed due to inclement weather.

To: The decision to cancel Library programs due to inclement weather will be made by the staff conducting the program, with the approval of the Library Director. In the Director's absence, the librarian in charge has the authority to approve cancellation of Library programs.

Motion by B. Sebrowski to change the Emergency Closing Policy as noted in the Board packet memo. Supported by P. Phillips.

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

No: None Motion carried (6-0)

10. Adjournment:

Motion by P. Landsberg to adjourn the meeting. Supported by N. Phillips.

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

No: None Motion carried (6-0)

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

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