

## **Auburn Hills Public Library**

### APPROVED AUBURN HILLS PUBLIC LIBRARY MINUTES FOR May 25, 2010

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

- 1. Call to Order: President Deanna Rohe called the meeting to order at 4:02 pm.
- 2. <u>Roll Call:</u> 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.
- 3. Approval of minutes from previous meeting:

Motion by P. Landsberg to approve the Library Board meeting minutes of April 27, 2010. Supported by N. Phillips.

D. Rohe made a correction to the minutes. Item 8, motion carried, should have read (5-1)

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 April 30, 2010 Total assets are \$1,720,555. Total liabilities are \$104,046. Total liabilities and fund balance is \$1,720,555. Total revenues YTD are \$1,266,176. Total expenditures YTD are \$462,371. Fund balance YTD is \$1,616,509.

- 5. **Public Comments:** None
- 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. There were no questions. Ms. Waarala added the following to her report:
  - Ms. Waarala will not be able to attend the first TLN Visioning 2013 meeting; however, Ms. Waarala will be updated following the meeting.
  - There is a printing delay to the Park and Read materials.

- Plante and Moran will be at the June 22, 2010 Board Meeting to present their findings for 2009. Ms. Waarala stated that Plante and Moran changed the way that they do depreciation. They now require the Library to submit depreciation information each year and requested the information from 2005 to present.
- A library staff website committee is forming in order for Cheryl DeCovich to inform and train designated staff members on the transition to using Joomla as the Library's website software program. The members include Cheryl DeCovich, Karrie Waarala, Renee Holden, Kim Burean, Denise Janus and Jean Smiley.

#### 7. Ongoing Business:

(a) Approval of Code of Courtesy Policy

# Motion by N. Shone to approve the changes to the Code of Courtesy Policy. Supported by N. Phillips

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

No: None Motion carried (6-0)

- (b) Discussion of how to preserve donated "in memory of" items. The following was suggested:
  - A photo album of any donated items with notation of when it was donated and by whom
  - A running list of donations past, retired and current
  - A digital album on a digital frame placed on the mantel of the Reading Room including a slide of donated books
- D. Rohe asked K. Waarala to present the suggestions to the staff and come to the next Board Meeting with a final implementation for the Board to vote on.

#### 8. New Business:

(a) Discussion of Staff Appreciation Gifts

K. Waarala asked the Board to discuss the giving of staff gifts this year in regards to the tough economic times and a limited budget. Ms. Rohe felt very strongly that some gift should still be given to the staff but is also sensitive to the budget. Ms. Rohe stated that it is a decision of the Board. After discussion, it was the consensuses of the Board to give a gift card within a note to the staff. Ms. Waarala will ask Biggby Coffee for a donation. Ms. Rohe will inquire at The Hallmark store about donating note cards. J. Smiley will supply Ms. Rohe with a staff list.

#### 9. Adjournment:

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

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

No: None Motion carried (6-0)

There being no objections, the meeting was adjourned at 4:47 pm.

Submitted by:

J. Smiley, Administrative Assistant

For P. Landsberg, Secretary