



Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR July 26, 2011

Location: Small 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 4:02 pm.
2. **Roll Call:** Present: Ben Sebrowski, VeRonica Mitchell, Mary Do Demeulemeester ~~and~~ Paul Landsberg and Toni Whitley (arrived late). Also present: Stephanie McCoy, Library Director and Jean Smiley, Administrative Assistant.
Absent: Nick Shone ~~and Toni Whitley (arrived late)~~

President, Ben Sebrowski requested that "Approval of the Agenda" be added as item 3 to the current agenda and henceforth.

3. **Approval of the Agenda:**

B. Sebrowski asked if there were any additions to the agenda.

M. Demeulemeester requested an item be added to New Business: Discussion of New Library Board member workshop.

B. Sebrowski added that a motion be made to officially appoint T. Whitley to the Board.
B. Sebrowski also added that a "Communications" item would be permanently added to the agenda.

Motion by M. Demeulemeester to approve the agenda with corrections and additions. Supported by P. Landsberg.

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

Motion by M. Demeulemeester to formally appoint T. Whitley to the Auburn Hills Public Library Board of Trustees until 2012 for a term ending November, 2013. Supported by V. Mitchell.

The following discussion ensued:

- The Board asked the question of whether or not there will be a local election in 2012.
- P. Landsberg suggested that the primary clause for Library Board Trustees be eliminated.

- V. Mitchell suggested having the City Clerk come to a Board meeting and explain ballot/voting rules as well as the primary election clause.
- S. McCoy will inquire with the City Clerk's office on the issue.

V. Mitchell amended the motion to state the following: **Formally appoint T. Whitley to the Auburn Hills Public Library Board of Trustees for a term ending November 2013.**

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

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

**Motion by P. Landsberg to accept the minutes from June 28, 2011.
 Supported by V. Mitchell.**

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

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

(a) Financial Officer M. Demeulemeester reported that as of June 30, 2011 Total assets are \$1,507,591. Total liabilities are \$302,261. Total liabilities and fund balance is \$1,507,591. Total revenues YTD are \$1,148,545. Total expenditures YTD are \$628,034. Fund balance YTD is \$1,205,330.

6. **Public Comments:** None

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

- Page 2, TLN, last bullet point. M. Demeulemeester asked for clarification. S. McCoy clarified that the results of reciprocal borrowing trends, over the course of a year, indicated that Rochester patrons preferred to borrow from Auburn Hills Public Library more than any other neighboring library.
- Page 3, Adult Services. M. Demeulemeester asked what the APM machine is. S. McCoy explained that it is a machine that transfers money to a patron's library card to be used for printing.
- Page 4, Misc. M. Demeulemeester asked if it would have been appropriate for the Library Board Financial Officer to attend the meeting between the Library Director and the City Financial Director. S. McCoy stated that the meeting was a preliminary meeting with City Department Heads to collect documents and be informed of the budget schedule. B. Sebrowski suggested that a sub-committee be formed to deal with budget planning. M. Demeulemeester suggested that she shadow S. McCoy while developing the budget. V. Mitchell suggested that a Board Trustee be involved in the budget planning and that the Financial Officer would be the logical choice and the Financial Officer would bring information back to the Board. The Board decided to have M. Demeulemeester included in the process of budget planning. If a greater issue arises, then a sub-committee could be formed. The budget will be brought to the Board to assist in making difficult budget cutting decisions. P. Landsberg proposed that the By Laws include this added responsibility of the Financial Officer. B. Sebrowski agreed.
- P. Landsberg asked for an update concerning Senate Bill 7. S. McCoy directed the Board to the top of page 2 of the Library Director's Report.

8. **Communications:**

B. Sebrowski passed around a thank you card from Mary Howarth, Substitute Librarian, thanking the Board for the staff appreciation gift. He also passed around a thank you card from Deanna Rohe thanking the Board for her departure dinner.

9. **Ongoing Business:**

(a) Discussion of Code of Courtesy and Suspension of Library Privileges Policy

- S. McCoy explained the draft of the Code of Courtesy Policy. Discussion ensued and adjustments were made to the policy, including renaming it the Code of Conduct rather than Code of Courtesy.
- The Board discussed the Suspension of Library Privileges Policy. Adjustments were made.
- S. McCoy will present the Board with revised policies at the August 23, 2011 Board meeting

10. **New Business:**

(a) National Night Out

S. McCoy suggested that the Library remain open for regular operating hours and give staff an opportunity to observe the flow of traffic, both inside and out.

(b) Study Room Policy

S. McCoy stated that the policy needs to be updated. The Board agreed that S. McCoy would create a draft of a revised Study Room Policy as well as a revised draft of the Meeting Room Policy to present to the Board at the August 23, 2011 Board meeting.

(c) 2012 Budget Planning

S. McCoy received initial numbers from the City and has begun the budget planning process. Ms. McCoy will meet with M. Demeulemeester this week to introduce her to the process.

(d) New Library Board Trustees Training Workshop

M. Demeulemeester was invited to attend a Trustees training workshop at the Romeo District Library. Ms. Demeulemeester asked the Board if they would consider having the Library cover the \$30 cost for her meal.

- V. Mitchell asked if there was budget money to cover the cost of training.
- S. McCoy responded by saying that to her knowledge that line item was removed from the budget for the 2011 year.
- V. Mitchell suggested that the 2012 budget reinstate this line item.
- After further discussion, M. Demeulemeester withdrew her request.

11. **Adjournment:**

Motion by V. Mitchell to adjourn the meeting.

Supported by M. Demeulemeester.

Vote: Yes: Sebrowski, Mitchell, Demeulemeester, Landsberg and Whitley

No: None

Motion carried (5-0)

There being no objections, the meeting was adjourned at 5:37 pm.