



One light will be directed into the parking lot, the other will be directed toward the current dark corner. Work will begin in a week to ten days.

2. Ms. Waarala presented a spreadsheet and discussed AHPL circulation by type. DVD check out is a large part of circulation. Ms. Waarala stated that libraries have become multi-media centers.

8. **New Business:**

(a) **Discussion of temporary Library card policy:**

- P. Landsberg referred to the memo that was sent by K. Waarala regarding the temporary Library card policy. On the fourth page, it states that residents from stand-alone libraries are limited to a total of 10 items checked out on their cards at any given time. Mr. Landsberg thought that a Board decision had been made at one time stating that the limit was 5. The current policy states that AHPL Board of Trustees adopted the policy on December 6, 2005. J. Smiley will look into verifying the item limit.
- D. McBroom asked if the temporary cards had an expiration date on them. Ms. Waarala stated that C. DeCovich, AHPL Head of Technology, D. Janus, Head of Support Services and herself have discussed the matter and determined that the best arrangement would be for the expiration date to coincide with the patron's end date of employment in Auburn Hills or the end of their extended stay. The expiration date can be manually set.
- D. Rohe asked if there is a maximum time for the temporary card. Ms. Waarala stated that most likely when employment is extended, then the patron would be able to provide proof of a more permanent residence, such as an apartment with a legitimate Auburn Hills address. At that point, the individual would be issued a regular Library card.
- D. McBroom referred to page 2, item #2. He asked if the individual must show a photo ID. Ms. Waarala stated that a photo ID is required along with another item that proves their Auburn Hills address. D. Rohe asked if the policy should be changed to state that it must be a photo ID. Ms. Waarala said that the policy could be changed; however, the staff is aware of all necessary identification.
- D. McBroom referred to page 3 and stated that the amount \$15.00 of overdue fines seemed to be too high of an amount to allow before a patron's borrowing privileges are blocked. Ms. Waarala stated that \$15.00 is the amount that most libraries in the shared system use. It actually doesn't take long for a patron to achieve this amount, especially with DVDs.
- K. Waarala stated that she would research and consider changing the per item overdue fine of .10/day for print materials.

**Motion by D. Rohe to approve the proposal of changing the language of item #6 of the Library Card Acquisition and Material Borrowing Policy as stated in the memo from Ms. Waarala, dated 9/18/08. Supported by G. Thams.**

Vote: Yes: Landsberg, McBroom, Phillips, Sanders, Rohe and Thams

No: None

Motion carried (6-0)

**(b) Approval of 2009 budget:**

- Upon reviewing the budget, D Rohe emailed K. Waarala noting the significant change in the interest revenue. Ms. Waarala spoke with G. Barnes, Financial Director. The interest rate on AHPL investments has gone down from 5% to 3%. AHPL will be budgeting the fund balance interest at 3.5% and the fund balance is dwindling because the interest rate is lower and expenses are going up.
- Ms. Rohe also referred to page 3 of the budget, the MTT refund and noted the dramatic drop from 2008's projected amount of \$170,971 to the 2009 amount of \$29,804. Ms Waarala explained that Mr. Barnes said that the additional numbers for the MTT refund would come in either at the end of 2008 or the beginning of 2009. He suggested that the fiscally conservative way to budget would be to plan on the \$170, 971 for 2008.
- D. McBroom stated that he is uncomfortable with having to take operating expenses from the fund balance account.
- D. McBroom asked if Ms. Waarala had any difficulty with the salary projection. Ms Waarala stated the spreadsheet that she developed made the job quite a bit easier.
- D. Rohe asked if having updates in the city paper instead of AHPL having a separate publication could drop the newsletter costs. Ms. Waarala stated that the per capita expenditures due to the programs being more effectively advertised through the AHPL newsletter offsets the cost of producing the newsletter. Ms. Rohe asked that the costs and revenue be tracked in order show the benefit. Ms. Waarala plans to survey patrons to learn how they found out about library programs, how they like a program and what would they like to see offered in the future. Most board members agreed that they would like to keep the AHPL section in the Auburn Hills paper.

**Motion by D. McBroom to approve the 2009 AHPL budget. Supported by N. Phillips.**

Vote: Yes: Landsberg, McBroom, Phillips, Sanders, Rohe and Thams  
No: None Motion carried (6-0)

**9. Committee Reports:**

**(a) Personnel Committee:**

D. McBroom volunteered to take the Director's evaluations, tabulate them and return them to the Library on Wednesday, September 24, 2008.

**10. Ongoing Business:**

**(a) Friends of the Library:** K. Waarala asked the Board if they would like to pursue AHPL starting Friends of the Library group.

- D. Rohe had some clarifying questions: Would the AHPL Friends group be following the guidelines provided by H. Larson from the Friends of Michigan Libraries? Ms. Waarala confirmed that they would. Ms. Rohe wanted clarification from page 3 of the guidelines stating that the Friends group would

be ambassadors of the Library. Ms. Waarala explained that the Friends group would be good PR for the Library getting others interested in what is going on at AHPL.

- Ms. Rohe also stated that it would need to be made clear to the Friends group that they would not be creating or changing policy or plans. Ms. Waarala stated that it has been her experience that a good working relationship between the Friends and the Director would be an asset to AHPL and that she would be attending Friends meetings.
- D. McBroom stated that a Friends group would be successful if people in the community become enthusiastic. B. Sanders stated that the Heritage Hills Book Club could be a good core group to the Friends. Ms. Waarala said the book club that meets at the community center might have some interested people also.
- P. Landsberg asked if the Friends group would set up their own by laws. Ms. Waarala confirmed that they would and that any Board members could attend the meetings, they just could not serve on the Friends of the Library Board.
- After discussion, the Board decided to have Ms. Waarala develop a flyer and discern if there is enough interest in the community to develop a Friends Group.

11. **Adjournment:**

**Motion by D. Rohe to adjourn the meeting. Supported by G. Thams**

There being no objections, the meeting was adjourned at 4:35 pm.

Submitted by:  
J. Smiley, Administrative Assistant  
For N. Phillips, Secretary