



Auburn Hills Public Library

**APPROVED**

MINUTES FOR December 9, 2014.

Location: Small Meeting Room, Auburn Hills Public Library,  
3400 E. Seyburn Dr., Auburn Hills, Michigan 48326. 248-370-9466

**1. Call to Order: President Angela River called the meeting to order at 5:07 p.m.**

**2. Roll Call: Present:** Angela River, Toni Whitley, and Vickie Ellis.

Donna Quince-Cobb arrived at 5:07 p.m.

Scott McCallister arrived at 5:50 p.m.

Sean Johnson is absent.

Also Present: Stephanie McCoy, Library Director

Guest: 1

**3. Approval of the Draft Agenda:**

a. December 9, 2014

**Motion by T. Whitley to approve the agenda as submitted.**

**Supported by V. Ellis.**

**Vote: Yes: River, Ellis, Whitley, Quince-Cobb**

**No: None**

**Motion carried (4-0)**

**4. Approval of Draft Library Board Minutes:**

a. November 18, 2014 Regular Meeting

**Motion by V. Ellis to approve the November 18, 2014 Library Board Minutes with the following revision:  
change Call to Order time to 5:40 p.m.**

**Supported by T. Whitley.**

**Vote: Yes: River, Ellis, Whitley, Quince-Cobb**

**No: None**

**Motion carried (4-0)**

b. November 18, 2014 Closed Session

**Motion by V. Ellis to approve the November 18, 2014 Closed Session Library Board Minutes as presented.**

**Supported by D. Quince-Cobb.**

**Vote: Yes: River, Ellis, Whitley, Quince-Cobb**

**No: None**

**Motion carried (4-0)**

## **5. Financial Report:**

a. November 30, 2014

V. Ellis reported as of November 30, 2014: Total assets are: \$902,845.98. Total liabilities are: \$27,183.57. Total liabilities and fund balance is \$902,845.98. Total revenues YTD are \$1,098,623.92. Total expenditures YTD are \$960,193.66. Total unassigned fund balance YTD is \$737,232.15. Ending fund balance \$875,662.41.

- A. River said she likes how the investments were presented with a breakdown of the deposit, interest payable, and library donations.

## **6. Library Director's Report:**

- A. River said in regards to the custodial cleaning, she thanked Director McCoy for reaching out and asking about reimbursement for the decreased cleaning hours. She also expressed her concern for losing those cleaning hours while the library is operational on Saturdays. On another note, she thanked Director McCoy for working with the Community Center, in light of their recent misfortune, and allowing them to utilize library meeting room space for selected programs.
- V. Ellis asked about the library's cleaning services. The Library cleaning services have been minimized and no longer extended to cover Saturdays, but the contractual rate has not changed. Are we still paying the contractual amount that would include Saturday cleaning and if so, what was the rationale given?
- S. McCoy said yes the amount is the same and there was no rationale given as to why the amount has not decreased.
- V. Ellis asked if there is any follow up we will be doing to reinstate the services for Saturday.
- S. McCoy said her suggestion is to wait to see the outcome of the Agreements.
- A. River commented on the 2<sup>nd</sup> Annual silent auction thanking the staff for their hard work. She also noticed a request from the staff to transfer the silent auction proceeds to a line item for program supplies.
- S. McCoy said the silent auction raised \$2,102.00 and she would like the money to go to a line item for library program supplies.
- S. McCoy stated that on December 11<sup>th</sup>, the library will be at Barnes & Nobles to host a book fair.
- A. River asked about recent thefts of books.
- S. McCoy discussed the follow-up questions regarding unassigned fund balance and GASB guidelines.

## **7. Old Business:**

### **a. 2015 Library Board Meeting Dates**

- A. River said she spoke with the Trustees that did not attend the last meeting. Based on their feedback, she wondered if 5:45 p.m. would be a better meeting time.
- D. Quince-Cobb asked if Trustee McCallister would be able to attend if the time is changed.
- A. River said yes after speaking with him, Tuesday at 5:30 p.m. or 6:00 p.m. would be better.
- T. Whitley asked about the four dates that are scheduled for the third Tuesday instead of the fourth Tuesday, wanting to know if the time would change for those dates.
- A. River said no, the time will stay the same across the board unless the Board wants to change those times.

**Motion by T. Whitley to accept the 2015 Library Board Meeting Dates as presented, scheduled for the fourth Tuesday of each month at 5:45 p.m. with the exception of May 19, 2015, June 16, 2015, November 17, 2015 and December 15, 2015, which will be held on the third Tuesday.**

**Supported by D. Quince-Cobb.**

**Vote: Yes: River, Ellis, Whitley, Quince-Cobb  
No: None**

**Motion carried (4-0)**

### **b. Library Investment**

- V. Ellis asked if the library has received any feedback on our request for a historical adhoc report on our investment and returns.
- S. McCoy said yes.
- V. Ellis said we took a look at the data that is available to the Board. She will put together an excel spreadsheet in January. It won't give the Board all the data for a full historical overview of investments from initiation and revenue reports to date. She has not had a chance to review the emails forwarded to her regarding investment information.
- V. Ellis said, in the original documents that were presented to the Board, by the City Treasurer, we could request a report.
- A. River replied yes, I believe that falls under Michigan Compiled Law. We just need a written communication requesting monthly updates of the investments. If that's something the board would like to do, we need to make a motion requesting that going forward. We would still have to collect the other information, which would go back to September 2009.
- V. Ellis said she would like an opportunity to review the document and further understand, prior to any additional comments.
- V. Ellis requested that Library Investments be placed on the next agenda.

### **c. Operating Agreement**

- T. Whitley asked why the document submitted by the Friends is not dated. She said that none of the responses from the Friends Group have been dated and she feels that has been done

intentionally. She also stated the Friends were given an extension ending December 5<sup>th</sup> and at this point the Friends Group can either sign the agreement or not.

- A. River said this is nowhere near what was presented. There are several things omitted. Our attorney drew up this document so it is legally binding. This document does not have markups and it is a completely newly typed document. One thing she noticed right away was the removal of the Preamble of certain things which encompasses the legality of it. Particularly, they wanted use of the book nook room upstairs to sell their books, which goes against Civil Rights purposes and it has to be fair and equal for everyone. The other thing she noted that she found very challenging, is on the second page under section 2. Friends Responsibilities, item j. "The Friends agree that net profits shall be distributed annually to the library on or before the Friends annual meeting" was completely omitted. Year to date, we had an email stating the Library received \$800 but there was another email that went out publicly stating that they gave the library several thousand dollars, which was never distributed for 2014. President River stated she finds challenge with a group that claims to support the library by stating publicly their support, when in all actuality the group is not wanting to work with the library or acknowledge what their nonprofit status was set up for, which was to work with and support the library.
- V. Ellis said it was my understanding that is was not the intent for the Friends to rewrite the agreement, but to accept or decline it. So this document is null and void.
- A. River said as pointed out by Trustee Johnson at the last meeting, this would be the point where we need to decide what the next steps are.
- T. Whitley said they refuse to sign the agreement. If we don't have an agreement, we no longer have a Friends of the Library. Our next step would possibly be to find another nonprofit organization to step in. They refuse to sign the agreement the way it is so we need to move on.
- A. River said the intent of the board was to send the Operating Agreement and that was the extent of working with the Friends in an amicable relationship moving forward and setting parameters on both ends of what's expected. President River went on to say she did not expect a completely new document to be returned to the board.
- D. Quince-Cobb said the enclosed note requests a meeting to discuss "this" document. It should have stated a request to discuss the document that was sent to them, not the document they created.
- T. Whitley asked where does the board go from here?
- A. River asked how does the board feel? Do we want to re-submit the same document?
- D. Quince-Cobb said she suggest that the Board consults with the attorney before taking any further action. D. Quince-Cobb said to ask the attorney for advice on how to resolve and/or conclude this issue.
- V. Ellis said the Friends received our agreement, they were given an opportunity to respond, they have responded, and the board is in agreement that the provided response is unacceptable. We do have a public acknowledgement in our meetings, if the Friends want to make a statement in regards to whether or not they intend to sign the agreement, they can do so.

#### **d. Proposed Lease Agreement**

##### **i. Objectives**

- A. River stated that moving forward the board will need to discuss objectives regarding the lease agreement and the service agreement. A. River has obtained other local library agreements for comparison.
- T. Whitley and V. Ellis recommended that an ad hoc committee be developed to review the current agreements and establish defined objectives.
- By consensus, A. River will follow-up with the board regarding generating objectives, distribute a simplified version of the lease agreement and service agreement for the ad hoc committee members.

## **8. New Business:**

### **a. Board Membership**

#### **i. Nomination of Officers**

- T. Whitley recommended that the election be postponed and requested a special meeting to be held for the nomination of officers during this month. It is essential that every board member have input in the voting process.
- V. Ellis recommended that a slate be developed two months before the election of officers.
- V. Ellis suggested that recommendations for officers should be sent to President River and voted on at the special meeting.
- By consensus, the board agreed to have a special meeting on December 16, 2014 at 5:45 p.m. for the purpose of the election of officers.

## **9. Call to the Public:**

According to Auburn Hills Public Library Board of Trustee Bylaws, Article 3, Item 3.12, "The public shall address the Board during "Call to the Public." A person shall not address the Board in excess of five minutes unless the time is extended by a majority vote of the Board present. Persons wishing to address the Board shall identify themselves and their place of residence. All comments by the public shall be made directly to the Board."

- Janet Mitchell of Auburn Hills made comments regarding the Operating Agreement.

## **10. Comments from the Board (Communications):**

- V. Ellis gave a report regarding her Michigan Library conference experience. She thanked Director McCoy and the board for allowing her to attend. V. Ellis recommended that one Trustee attend MLA along with library staff. V. Ellis distributed goodies to the board from the conference.
- A. River thanked Trustee Ellis for attending the conference on behalf of Director McCoy and the board.

**Motion by V. Ellis to amend the 2014 budget by transferring the money raised from the 2014 Silent Auction, in the amount of \$2,102.00 to Library Program Supplies line item as requested by staff.**

**Supported by S. McCallister**

**Vote: Yes: River, Ellis, Whitley, Quince-Cobb, McCallister**  
**No: None**

**Motion carried (5-0)**

- A. River stated that she will send the board a link regarding library literacy and programs that involve teen volunteers.
- A. River suggested that board rules of order should be considered and formalized.
- A. River thanked the board and wished them Merry Christmas.

**11. Adjournment:**

**Motion by V. Ellis to adjourn the meeting at 6:48 p.m.**

**Supported by T. Whitley**

**Vote: Yes: River, Ellis, Whitley, Quince-Cobb, McCallister**  
**No: None**

**Motion carried (5-0)**