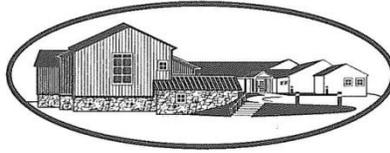


Approved



Auburn Hills Public Library

APPROVED

MINUTES FOR August 27, 2013

Location: Administrative Conference Room, City Hall
1827 N. Squirrel Road
Auburn Hills, Michigan 48326

1. Call to Order: President VeRonica Mitchell called the meeting to order at 4:30 PM

2. Roll Call: Present: VeRonica Mitchell, Angela River, Toni Whitley, Tina Spurlin, Scott McCallister, Sean Johnson (Arrived at 4:45 PM).

Also Present: Stephanie McCoy, Library Director

Also Present: City Clerk Terri Kowal

Also Present: Council Member Cheryl Verbeke

Guests: 10

3. Acceptance of the Agenda:

Motion to approve the agenda with the following revisions:

Move item 9e to Executive Session

Moved by A. River to accept the agenda with revisions.

Supported by T. Whitley.

Vote: Yes: Mitchell, River, Whitley, McCallister, Spurlin

No: None

Motion Carried (5-0)

4. Approval of Board minutes from June 25, 2013:

Moved by A. River to approve the minutes of June 25, 2013.

Supported by T. Whitley.

Vote: Yes: Mitchell, River, Spurlin, Whitley, McCallister

No: None

Motion Carried (5-0)

5. Financial Officer's Report:

(a) June 30, 2013

T. Spurlin reported that as of June 30, 2013, Total Assets: \$1,294,660. Total Liabilities: \$22,923. Total Liabilities and Fund Balance: \$1,294,660. Total Revenues YTD: \$1,060,878. Total Expenditures: \$ 535,390. Ending Fund Balance: \$1,271,737.

Approved

(b) July 31, 2013

T. Spurlin reported that as of July 31, 2013, Total Assets: \$1,235,956. Total Liabilities: \$23,003. Total Liabilities and Fund Balance: \$1,235,956. Total Revenues YTD: \$1,092,983. Total Expenditures: \$626,279. Ending Fund Balance: \$1,212,953.

City Clerk Terri Kowal exits the meeting and Council Member C. Verbeke enters the room.

6. Public Comments:

- No public comment

7. Library Director's Report:

- S. McCoy asked if there were any questions, comments, or concerns regarding her report.
- A. River asked how long the July 23rd asphalt removal and application took to complete.
- S. McCoy stated that the project took a couple weeks.
- V. Mitchell asked how the library staff is adjusting to the new phone system.
- S. McCoy stated that everyone is adjusting and that they are waiting for handsets.
- V. Mitchell asked if things have gone well with the SunTel representative.
- S. McCoy stated things have gone well.
- V. Mitchell commented that under August 8th, Renee will continue to be treasurer of Overdrive for The Library Network. She also asked S. McCoy to congratulate her.
- V. Mitchell asked how the Auburn Hills University event went on July 17th.
- S. McCoy stated that the event went well. 11 students were in attendance. Four staff members gave power point presentations and a tutorial of all of the library's services.
- V. Mitchell asked how things are going with the Library re-opening on Fridays.
- S. McCoy stated that things are still quiet but the library is hoping to do more promoting and get the word out.

8. Ongoing Business:

(a) Board Membership

- V. Mitchell stated that the board does not have a champion for Board Rules of Order yet and she is looking for a board member to take on the role of champion and get the current draft edited.

(b) Performance Appraisal

1. Ad Hoc Mission and Vision Committee

I. Draft Mission and Vision Statement

- T. Spurlin stated the draft mission statement as follows:
It is the mission of the Auburn Hills Public Library to equally serve its patrons' informational, educational, and recreational needs, thereby encouraging lifelong learning.
- Draft Vision Statement:
The Auburn Hills Public Library will satisfy the 21st Century learning, recreational and literary needs of its information consumers through service that exceeds expectations in physical and virtual environments that promote a literate community and enhance quality of life.

**Motion by A. River to accept the Mission and Vision statement as presented.
Supported by S. McCallister.**

Approved

Vote: Yes: Mitchell, River, Spurlin, Whitley, McCallister

No: None

Motion Carried (5-0)

(c) Cleaning Services Update:

- S. McCoy stated that she included in the packet a follow up of the cleaning discussions that she has had with the Facilities Director, Dan Bryson, and asked if anyone has questions or concerns regarding the memorandum.
- V. Mitchell stated that a couple times in the past month, she has been to the library and noticed that the trash receptacle outside the library was overflowing. She stated that she was at the library on Saturday, August 24th and noticed a large bag of garbage sitting in the foyer. She also stated that she received some feedback that sometimes the paper towels or bathroom tissue have not been replenished. She is concerned about the level of cleanliness and the materials the library has on hand.
- V. Mitchell asked if S. McCoy feels that these concerns are being adequately communicated and is the library doing anything to address that.
- S. McCoy stated that the library does communicate every time there is an unforeseen issue with the trash being left in the foyer. She stated that she also keeps a list of things that are not being cleaned and it is communicated to Dan. Dan is working with Krystal Group to address these issues and improve services.
- A. River asked if it is possible to have Krystal Group come in during the day and/or during the weekend.
- S. McCoy stated that cleaning services would be during day, once a week only.
- A. River asked if services are available for Saturdays because the library is open.
- V. Mitchell asked if there is anything currently being put into place. She stated that she does not want staff to have to take trash out and replenish paper towels. She asked if the schedule has been reviewed.
- S. McCoy stated that Dan is going to sit down with her and discuss what can be done with the Krystal Group and what services they can provide.
- V. Mitchell asked if Dan and S. McCoy would be meeting soon and S. McCoy confirmed that they would.
- S. McCallister and A. River asked if Krystal Group was getting acclimated to the Library and to the process of cleaning and how long they've been there. S. McCoy stated they are getting acclimated and have been there since March. There is a concern among Board members about cleanup during incidents that happen when patrons are in the building. V. Mitchell gave the example of a child getting sick on the weekend and there needs to be a way to get that taken care of other than the night when cleaning crew comes in.
- V. Mitchell trusts that it will be handled administratively by S. McCoy and Dan Brisson.

Trustee Whitley interjects at this point and ask Council Member Verbeke if she was video-taping this meeting. Council Member Verbeke stated she will be recording the meeting at some point. T. Whitley asks the Board was this allowed. The response was yes.

Trustee Sean Johnson arrives.

(d) Plante Moran Audit Feedback

- A. River stated that it's a good idea to know how money is being spent and she felt that it wasn't being stated clearly. She says that there should be more detail in how money is spent. Plante Moran said there is a way that could be done.
- V. Mitchell said there will be a review meeting sometime in September.

9. New Business:

(a) Friends of the Library- Presentation:

Janet Mitchell from the Friends of the Library is in attendance and she reviewed some concerns that the Friends of the Library had and distributed materials.

- V. Mitchell recognizes the impact of not accepting donations. She is committed to reviewing the policy and resolving the issue as soon as possible.
- V. Mitchell states there should be a policy in affect to clarify what the Friends needs are as well as the staff so all can work together efficiently.
- Janet Mitchell states the Friends Group has contacted several other libraries to ask if there have been discontinued book donations and taking over of bookstore. She said there have been no other incidents of that happening in other libraries.
- V. Mitchell thanked her for the feedback and states that other libraries have their own rules in how they operate.
- S. Johnson asks if the in-service date of October 11th, 2013 can be negotiated so the Friends can have their book sale.
- S. McCoy said the date was set by the Board last year.
- Discussion pursued regarding the potential to reschedule the in-service date. Clarification was given to Jan Mitchell that communication with the Library Director regarding book sale dates needs to take place prior to advertising even if a date appears to be available via the website.

(b) Donation Policy

At this point, Council Member C. Verbeke approached Trustee McCallister at the Board meeting table. V. Mitchell asked Council Member C. Verbeke to step away from the table.

- V. Mitchell asks if there are any questions or comments concerning the proposal.
- A. River has concern. She doesn't like the word "sale". They are not in the business of selling. More in the business of accepting donations. Prefers use of the term "Book Room" as opposed to "Sale Room". Requests removal of verbiage "sale". Requests adding "school or library" to indicate what other organizations books can be donated to.
- V. Mitchell states concern over verbiage "of no value", when referring to donated books.
- S. Johnson asks why does school or libraries have to be stated and V. Mitchell indicates that it may be to clarify the library is non-profit and donates to other non-profit organizations.
- V. Mitchell asks S. McCoy when the Library would be ready to accept donations again once the policy is approved. S. McCoy said about 2 weeks. V. Mitchell states date of September 10, 2013 and asks S. McCoy to expedite this timing if possible.

Motion by A. River to accept Donation Policy as revised.

Supported by S. Johnson

Vote: Yes: Mitchell, River, Spurlin, Whitley, Johnson, McCallister

No: None.

Motion Carried (6-0)

(c) Volunteer Program

- V. Mitchell asks if there are any concerns with this program.
- A. River states that she has a couple of concerns; one of them is the interview questions. She doesn't feel comfortable that an actual interview of volunteers is needed. She feels it would be a "turn off" for someone who wants to volunteer.
- T. Spurlin states that she would not like to have to fill out an application if she wanted to volunteer.

Approved

- V. Mitchell states her concern over the interview process and how time consuming it would be to staff. Also concerned over funding to do background checks.
- S. McCoy states there is no cost to do background checks.
- It is agreed that doing background checks is necessary for volunteers especially if they are volunteering with youth and elderly.

(d) Board of Directors Training

- V. Mitchell states that there has been prior discussion regarding having a training session among Library Board of Trustees similar to the joint Friends Group and Library Board members training, facilitated by Foster, Swift, Collins and Smith. There needs to be a discussion of topics, a date and time for the training. V. Mitchell asked the Board for feedback.
- Board decided to have a November 19, 2013 training session instead of a regular board meeting.
- Potential topics for training were discussed; types of Libraries, media protocol for Trustees, roles and responsibilities of Trustees.
- V. Mitchell asks if there are any suggestions for other topics. She asks S. McCoy to send her list of topics to Board members.
- Time of the Board training session will be 4:30 PM.

(e) 2014 Draft Budget

- S. McCoy states she wants to prepare a packet as soon as she gets more numbers in place and budget analysis.
- V. Mitchell wants to see if there is any possibility of giving compensation to staff, (raises, etc.). It has been at least two years and she would like to see if that can be done. Also budgeting for email accounts for Board members.
- S. Johnson asks about phones, if it was allocated as saving money.
- S. McCoy states that is what she was told. It is not reflected in the budget yet and she will confirm it with the Finance Dept.
- A. River thanks S. McCoy for how budget is broken down in items. S. McCallister also likes the detail of the report.

10. **Executive Session:**

- (a) Personnel Matter and Lease Agreement**
- (b) Board of Trustee By-Laws- Attorney Recommendations**

**Moved by A. River moved to go into Executive session
Second by T. Whitley**

Vote: Yes: Mitchell, River, Spurlin, Whitley, McCallister, Johnson

No: None

Motion Carried (6-0)

C. Verbeke commented on when the public could comment on items not on the agenda and that she had City Clerk Terri Kowal on speaker phone, listening to the Library Board Meeting and offered the Library Board the use of her services to review the Open Meetings Act.

Public comments on items not on the agenda

Approved

- V. Mitchell asked if there was any objection if there was a question about something not on the agenda. That we have some discussion on it now. No objection
- V. Mitchell held going into Executive Session. If there is a question about and item on the agenda and someone would like to speak on it please say your name and address and take 5 minutes to discuss it.
- Council Member C. Verbeke had questioned V. Mitchell regarding the attorney Ms. McCoy brought in to speak to the Friends. Council Member C. Verbeke would like to know how much that cost and if the Board pre-approved the Friends Training.
- V. Mitchell clarified that they agreed to conduct training and the facilitator was not the personal attorney of Director McCoy. V. Mitchell did not have the exact dollar figure but would be happy to get that feedback.
- Council Member C. Verbeke presented additional questions regarding the training session and she stated that Oxford Library Director Bryan Cloutier was shocked and appalled that the Library Staff, Director and Board are not welcoming these people with open arms instead of trying to create obstacles. President V. Mitchell requested she leave her contact information so that a response could be provided.

Council Member C. Verbeke attempted to close the meeting room door. A. River reminded Council Member C. Verbeke that the door has to remain open due to the Open Meetings Act requirements. *Note: The Administrative Conference room door automatically locks upon closure.

- Attendee Cathy Bembas inquired as to why modifications to the book donation room had been initiated; her contact information was left so that a response could be provided.
- Attendee Donna Grant-Watters inquired as to why bookshelves were removed from the book donation room; her contact information was left so that a response could be provided.

Moved into Executive Session at 5:50 PM

- The Board discussed Personnel, Lease Agreement Matters and attorney recommendation of the draft by-laws.

Motion to come out of Executive Session at 6:55 PM

11. Comments from the Board:

- President V. Mitchell: Follow up regarding the request for a joint meeting within the City Library Board and the City Council, per Library Board of Trustee By-Laws an agenda must be distributed to Trustees prior to meetings. A draft agenda has been requested, and will be reviewed with the Trustees once received.
- President Mitchell informed the Trustees that she will be seeking a seat on City Council this fall.

12. Adjournment:

**S. McCallister moved to adjourn the meeting at 6:58 PM
Seconded by A. River**

Vote: Yes: Mitchell, River, Spurlin, Whitley, McCallister, Johnson

No: None

Motion Carried (6-0)