



**Board of Trustees**

**APPROVED AGENDA**

**Location: Small Meeting Room, Auburn Hills Public Library**

3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466

**Thursday, April 27, 2017 at 7:00 PM**

**1. Call to Order**

**2. Roll Call**

**3. Approval of Draft Agenda:**

- a. April 27, 2017

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

- a. March 23, 2017

**5. Financial Report:**

- a. March 31, 2017

**6. 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."

**7. Library Director's Report**

**8. Other Reports:**

- a. Friends of the Library

**9. Ongoing Business:**

- a. ~~Survey~~ Strategic Plan
- b. Cable
- c. Investments
- d. Plante Moran
- e. Collection Agency

**10. New Business:**

- a. Staffing Levels
- b. Review Form
- c. Building Upkeep
- d. Election Information
- e. Freedom of Information

**11. Comments from the Board (Communications)**

**12. Adjournment**

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the library at the number listed above, 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements. The minutes of the Library Board meetings are housed at the Library with the exception of closed session minutes.

Board of Trustees

**APPROVED BOARD MINUTES**

Location: Small Meeting Room, Auburn Hills Public Library  
3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466  
Thursday, April 27, 2017 at 7PM

1. **CALL TO ORDER:** Richard Siepielski called the meeting to order at 7pm
2. **ROLL CALL:** Present: Kay Kastran; Cathy Moldenhauer; Vickie Ellis; Mary Jo Ahern and Richard Sielpielski.

Absent: Beverly Miller was absent.

Also in Attendance: Director, Stephanie McCoy and Transcriber, Sandy Burns

Guests: 1

3. **APPROVAL OF DRAFT AGENDA:**

**a:** April 27, 2017

Mary Jo Ahern moves to accept the agenda with one amendment to #9; where it states survey should read Strategic Planning. Cathy Moldenhauer seconds it.

**VOTE:** Yes: Vickie Ellis, Mary Jo Ahern, Richard Siepielski, Kay Kastran and Cathy Moldenhauer

**NO:** None

**Motion carried:** 5-0

4. **APPROVAL OF DRAFT LIBRARY BOARD MINUTES:**

**a:** March 23, 2017: Kay Kastran moves to accept the minutes as they stand and Mary Jo Ahern seconds.

**VOTE:** Yes: Vickie Ellis, Mary Jo Ahern, Richard Siepielski, Kay Kastran and Cathy Moldenhauer

**NO:** None

**Motion carried:** 5-0

5. **FINANCIAL REPORT:**

As of March 31, 2017...Total Assets are \$1,674,781.19; Total Liabilities YTD are \$15,129.42; Total Revenues YTD are \$1,142,059.76; Total Expenditures YTD are \$263,230.13; Total Fund Balance YTD is \$765,855.25; Ending Fund Balance YTD is \$1,659,651.76.

6. **CALL TO PUBLIC:**

NONE

7. **LIBRARY DIRECTORS REPORT:**

Mr. Tanghe and Michelle Schultz would like to meet with Richard. Three different dates were given to him to choose from concerning the EIN numbers. Mary Jo and Stephanie would like to attend with Richard.

Comcast came and inspected if they have a line installed already or if some sort of construction will be needed.

Unique Collection Agency has succeeded in recovering some late fines and/or materials since the library has hired them.

The board will be receiving Library email addresses shortly.

8. **OTHER REPORTS:**

Friends of the library, Louise B. spoke and reports that the annual meeting is scheduled for Thurs. May 4 and will elect board member at 6:30pm.

Petitions for board trustees is due July 25, 2017.

Book sale is coming up on May 10-12, 2017, also a silent auction will be held beginning May 8 – 18.

**9. ONGOING BUSINESS:**

- a. Strategic Plan - The board would like to bring in consultant from Bridgeport Consultants to hear about the planning. Also Kimberly Bolan and Associates. Kay will make the call!
- b. Cable - We are streaming the events that are happening, the other 2 would be in the small and large meeting rooms. Negotiations went well and Stephanie got the cable to \$24.95. Comcast will be looking to see if there is already an existing hookup.
- c. Investments - The \$84,000 + is invested in CD's, bonds, etc. Richard is trying to get information and find out how it's locked into the library records. It's not just sitting there in a safe so to speak to draw it out. Vickie would like to get quarterly reports from Michelle for historical paperwork.
- d. Plante Moran – To meet with us soon.
- e. Collection Agency – Unique has been successful thus far for the library in recovering \$102.85 in late fees and getting a patron to return outstanding materials totaling \$76.83.

**10. NEW BUSINESS:**

- a. Staffing Levels-Need to look at how much an IT employee would make and need a job description built and would be a full-time position. Some part time positions would be eliminated to accommodate the full-time job. This decision will be put on hold until strategic plan is in motion.
- b. Review Form-Board would review Director McCoy's goals on a quarterly basis. Kay states that Director McCoy is moving along well with her personal and professional goals for 2017.
- c. Building upkeep-Richard dislikes the entranceway to library and would like to see it painted. Director McCoy will check with insurance company to see who will pay for leak in roof and the damage done by leak. It has been said that a new roof would cost nearly \$400,000. The city has insurance on the building so it should be covered. We need answers as to why the roof didn't last.
- d. Election information-Changed to reflect the cities elections. Filing deadline will be July 25, 2017.
- e. Freedom of Information-Library director received FOIA on 4/17/17, talked with the attorney and got back with them. On 4/18/17 the FOIA request was withdrawn.

**11. COMMENTS FROM THE BOARD (Communication):**

Cathy gives Kudos on the monthly newsletter.

Vickie wants more information in the minutes. The historical data is very important especially to the new coming board members.

12. **ADJOURNMENT:**

Kay Kastran moves to adjourn the meeting at 8:40pm and Vickie Ellis seconds.

**VOTE:** Yes: Vickie Ellis, Mary Jo Ahern, Richard Siepielski, Kay Kastran and Cathy Moldenhauer

**NO:** None

**Motion Carried:** 5-0