



**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, January 26, 2017 at 7:00 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Draft Agenda:**
  - a. January 26, 2017
- 4. Approval of Draft Library Board Minutes:**
  - a. December 8, 2016
- 5. Financial Report:**
  - a. December 31, 2016
- 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
  - b. Collection Agency
- 10. New Business:**
  - a. Investments
  - b. Cable
  - c. Budget Amendments
  - d. Computer & Internet Use Policy

**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.

Auburn Hills Public Library  
Board of Trustees, Board Meeting

APPROVED MINUTES

January 26, 2017

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

1. **Call to Order:** President, Richard Siepielski called the meeting to order at 6:59pm.
2. **Roll Call:** Richard Siepielski; Kay Kastran; Beverly Miller; Cathy Moldenhauer; Vickie Ellis and Mary Jo Ahern.

**Also present:** Director, Stephanie McCoy and Transcriber, Sandy Burns

**Guest:** 3

3. **Approval of Draft Agenda:** Cathy Moldenhauer moves to accept the draft agenda as it stands. Mary Jo Ahern seconds it.

**Vote:** Yes: Vickie Ellis, Mary Jo Ahern, Beverly Miller, Richard Siepielski, Kay Kastran, Cathy Moldenhauer.

**NO:** None

**Motion carried:** 6-0

4. **Approval of Draft Library Board Minutes:**
  - a: Dec. 8, 2016: Beverly Miller moves to accept the minutes as stands. Mary Jo Ahern seconds.

**Vote:** Yes: Vickie Ellis, Mary Jo Ahern, Beverly Miller, Richard Siepielski, Kay Kastran, Cathy Moldenhauer.

**No:** None

**Motion carried:** 6-0

5. **Financial Report:** As of Dec. 31, 2016, total Assets are \$826,667.76; Total Liabilities YTD are \$42,623.49; Total Revenues YTD are \$1,173,116.85; Total Expenditures YTD are \$1,154,927.83; Ending fund balance YTD is \$784,044.27. A question arose from Mary Jo Ahern, concerning a

figure that is not explained in the expenditures...This is a donation from a death that is too be used over time to buy Children's books for the library! Richard suggested it should be used up or at least explained to Michelle.

6. **Call to the Public:** None

7. **Library Director's Report:** Director McCoy would like to get a monitor to share the world news on, using no volume, just captions. The cable bill for that would be \$24.95 monthly/\$500 per year. The board would like to think about this and has tabled it at this time.

March 23<sup>rd</sup> Friends of the Library Workshop will be held at Bloomfield Township Public Library from 8:30am – 3 pm. June 22-27 the Annual Conference will be held in Chicago, IL.

Battle of the books will be held in the spring. Trying new charts and graph...the statistics are to keep up with grants. Auto payment machine is new...this machine actually does more than the old one.

8. **Other Reports:**

**a: Friends of the Library...**The Friends have about 51 members now. May 10-13 Book Sale; Auction will be taking place before, during or after that book sale. They will accept anything for donations for this auction. They sold \$175 of books in December!

9. **Ongoing Business:**

**a: Survey:** Kay has been doing a lot of research on the survey's. She would like a committee so that she is not doing it alone. Stephanie had suggested that everyone give their input on questions in the survey. Mary Jo accepts the request and joins the committee. Please email suggested questions to Kay Kastran concerning the subject of what questions we should ask the community concerning the. This is the beginning of a strategic plan, a survey must be done first, then to set goals. After that the goals can be set forth into a strategic plan. There is a cost to the survey and it depends on the amount of questions in said survey.

**B: Collection agency:** Unique is the company that a contract has been signed with...and they are going to try to retrieve some overdue monies. This will start February 1<sup>st</sup>, 2017 with a 90 day commitment thus far.

10. **New Business:**

**a. investments:** Richard Siepielski and Mary Jo Ahern have been working on this and will have to dig a little deeper...how to move money and/or invest money. \$84,000 is cash and

\$730,000 is investment. Discussion is to maybe invest some of that \$84,000 so it makes money and doesn't just sit dormant in the bank.

- b. Cable...**Stephanie would like to invest in cable and broadcast events, just looking for world news channels only. At this point it would be in the lobby but would eventually like to have café type tables so people could congregate. There would be no volume, just subtitles. This discussion is tabled so the board can think about it and the discussion will happen next month. Stephanie has been asked to come up with alternate locations for this monitor.
- c. Budget amendments:** If we run our budgets on a line by line basis we are stuck with amendments for example if you go over \$50 it doesn't bother anyone but if you go over \$1500 you must make an amendment. If the budget is run by departments we are not stuck with doing that. Director McCoy would like to do it by departments so she doesn't run into the problem of making amendments. Stephanie is asked to call Plante Moran and ask questions to get clearer answers and Beverly is asked to follow up on that.
- d. Computer and internet policy:** This is to update the internet policy to reflect the changes of the times. At this point we are using 2009 policy. These updates will make the library more current to benefit the patrons! Kay Kastran moves to approve the computer and internet policy, Beverly Miller seconds it.

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

**NO:** None

**Motion carried:** 6-0

- 11. **Comments from the Board:** Beverly Miller would like the board to think about a dinner in the spring to say Thank you to the staff and board. It allows the board to meet the staff. Richard Siepielski suggests there be a Trustee Day. This would be where all board trustees would work at the library at all the stations for a couple hours at a time, which would allow the board to get to know the staff and their position. Richard Siepielski is throwing it out that meetings be held during the daytimes instead of evening. He requests that you think about it while he's gone.
- 12. **Adjournment:** President Siepielski asks for meeting to be adjourned at 8:05pm. Vickie Ellis moves to adjourn, Mary Jo seconds it.

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

**NO:** None

**Motion carried:** 6-0