



**Board of Trustees**  
**APPROVED AGENDA**

**Location: Large Meeting Room, Auburn Hills Public Library**  
3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466  
**Thursday, June 22, 2017 at 7:00 PM**

**1. Call to Order**

**2. Roll Call**

**3. Approval of Draft Agenda:**

- a. June 22, 2017

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

- a. May 18, 2017

**5. Financial Report:**

- a. May 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. Strategic Plan
  - i. Kimberly Bolan and Associates, LLC presentation
- b. Plante Moran
  - i. Audit Presentation
  - ii. Investments
  - iii. Tax Capture
  - iv. EIN
- c. Review & Forms
- d. Building Upkeep
- e. Unemployment

**10. New Business:**

- a. None

**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 MINUTES

Location: Large Meeting Room, Auburn Hills, Public Library

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

Thursday, June 22, 2017 at 7:00 PM

1. **Call to order:** Richard Siepielski called the meeting to order at 7pm
  
2. **Roll Call:** Richard Siepielski; Kay Kastran; Vickie Ellis; Cathy Moldenhauer; Mary Jo Ahern; Beverly Miller.

Also present: Library assistant to Director McCoy, Jan; Transcriber, Sandy Burns

GUESTS: Jason and Michelle from Plante Moran plus 3 other guests (2 friends) and one other

3. **Approval of Draft Agenda:**
  - a. June 22, 2017: Mary Jo Ahern moves to accept the draft agenda as stands with the exception of moving 9b up to 4b and 9a up to 4c to expedite the presentations of Plante Moran and Kimberly Bolen and Associates so they would not be required to stay for the entire meeting. Kay seconds the motion.

VOTE: YES, Mary Jo Ahern, Beverly Miller, Kay Kastran, Cathy Moldenhauer and Richard Siepielski

VOTE: NO, Vickie Ellis

Motion carried: 5-1

4. **Approval of Draft Library Board Minutes:**
  - a. May 18, 2017...Bev Miller moves to accept the Library Board minutes from May; Mary Jo Ahern seconds.

VOTE: YES, Mary Jo Ahern, Beverly Miller, Cathy Moldenhauer, Kay Kastran and Richard Siepielski

VOTE: NO, Vickie Ellis

Motion carried 5-1

- b. **Plante Moran**: Michelle and Jason speak about the library audits, investments, tax capture and the EIN numbers. Each member of the board were given handouts from Plante Moran with graphs and such explaining everything. Michelle recommends that all employers should have an EIN number of their own – it will protect them in the long run.
  - c. **Strategic Plan**: Rob is speaking from Indiana via speaker phone. He gives a rundown of how their company works and helps get your strategic plan rolling. Richard asks: How do you gather your volunteers: The team on the client side...it's made up of staff and board members (the logistic team)! Likes to have 8-12 Focus Groups! A power point is prepared and it is facilitated by Rob and his company (Kimberly Bolan & Assoc.) Prefers to have the focus groups during the school year...not the summer (not good turnout from public)! It was also suggested that the board wait for the new board before actually starting this! Richard states that we will proceed very cautiously! Cathy Moldenhauer and Kay Kastran attended the retreat of the Lake Orion Library and saw exactly how they work on this!
5. **Financial Report**: As of May 31, 2017: Total Assets are \$1,504,278.78; Total Liabilities year to date are \$13,044.59; Total Revenues year to date are \$1,001,989.52; Total Expenditures year to date are \$437,462.60; Total Fund Balance year to date is \$926,707.27 and Ending Fund Balance year to date is \$1,491,234.19.
6. **Call to the Public**: Alice Kowolski...Likes the space planning idea within the strategic plan.
7. **Library Director's Report**: Per the Library Board's request, Director McCoy looked into the unemployment matter. Because of her absence this is tabled until July.

The Friends conducted their book sale May 8-12 and raised about \$1837.

Vickie would like clarification concerning the bond for the roof which will be discussed at the next meeting when Director McCoy is available.

May 30<sup>th</sup> the library computers were down due to equipment failure and the outage was resolved by replacing the router.

Cable update: Comcast conducted a building survey and determined that a cable line must be constructed and installed in order to get Comcast. The total construction costs are \$3300. Comcast suggested the that Library pay \$139 of a monthly reoccurring revenue for Comcast to do the construction. Due to the signed lease agreement, the City will have to approve the construction. The Library Director was directed to discuss the \$139 monthly construction cost with the Assistant City Manager Don Grice. The City also suggested looking into getting a satellite dish through another cable company.

8. **Other Reports:**

- a. Friends of the Library: Alice Kowolski reported that the basket auction made \$670. The Friends will be attending The Summerfest. They will also be hosting a “Cute Pet” contest.

9. **Ongoing Business:**

- a. **Strategic Plan:** This was moved to 4c to expedite the presentation.
- b. **Plante Moran:** This was moved to 4b to expedite the presentation.
- c. **Review and Form:** Mary Jo discusses the Library Directors evaluation forms. ~~Vickie has some reserves concerning the forms (things that she isn't comfortable answering because they don't really apply to her knowledge of Director McCoy).~~ Vickie questioned the ability of the board to answer the survey questions. She does not understand how the employees are being treated. As a board member she wants to comment on the evaluation on things she knows about. It was recommended by President Siepielski that she indicate “Not Applicable” if she wants.
- d. **Building Upkeep:** Building upkeep is still being worked on. City is going to take out a bond to replace/repair the library roof.
- e. **Unemployment:** Unemployment issue is being tabled until July so that Director McCoy can be in attendance to speak on this concern!

10. **New Business:** NONE

11. **Comments from the Board:** NONE

12. **Adjournment:** Richard moves to adjourn at 8:25pm

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

VOTE NO, NONE

Motion carried: 6-0