

Board of Trustees

**APPROVED BOARD MINUTES**

Location: Large Meeting Room, Auburn Hills Public Library

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

Monday, January 14, 2019

1. **Call to Order**: Trustee Kastran called the meeting to order at 7pm.
2. **Roll Call**: Trustee Fletcher, Trustee Kastran, Trustee Reynolds and Trustee Siepielski.

Also present: Director Marble and Transcriber Burns

Absent: Trustee Ahern and Trustee Miller

Guests: 3

3. **Approval and Overview of Draft Agenda**: Trustee Reynolds moves to approve the agenda and Trustee Fletcher seconds it.

VOTE: YES: Trustee Fletcher, Trustee Kastran, Trustee Reynolds and Trustee Siepielski

NO: NONE

MOTION CARRIED 4-0

4. **Approval of Meeting Minutes**:

A. Regular Meeting Minutes – Thursday, December 13, 2018. Trustee Fletcher moves to accept the minutes as they stand and Trustee Kastran seconds.

VOTE: YES: Trustee Fletcher, Trustee Kastran, Trustee Reynolds and Trustee Siepielski

NO: NONE

MOTION CARRIED 4-0

5. **Call to the Public**:

Guest: Connor McNamara – Technology Proposal; speaking about what copy/print machines we have and what types of machines we would like to have for the patrons. The old machines all over the library have absolutely no Maintenance Contracts for any repairs. Connor is proposing we use Toshiba for our printer/copier equipment, and they will buy out our old lease. In their price, the toner, parts, labor, maintenance is all included in our leasing price whereas at this point in time we are having to pay extra for all those things.

Trustee Reynolds moves to accept the proposal for the new system, and Trustee Fletcher seconds it.

VOTE: YES: Trustee Fletcher, Trustee Kastran, Trustee Reynolds and Trustee Siepielski

NO: NONE

MOTION CARRIED 4-0

6. **Financial Report**: As of December 31, 2018, Total Revenues: \$1,142,394.66; Total Expenditures: \$1,058,548.94; Total Net Revenue vs. Expenditures: \$83,845.72; Total Cutwater Investment: \$744,914.74; Total Cash, \$520,929.56. Trustee Siepielski will get more information on our finances and bring it back to the board.
7. **Director's Report**: Director Marble contacted a scrapping company to come remove damaged and non-viable materials from the furnace room at no charge. Also, an electronic scrapping company came and removed old machines that were no longer useful.

The new Faxing/Scanning service is in place and has had several people using it. The old fax in the hall was removed and recycled and the city was contacted to be told we would no longer need that phone line.

DPW was contacted about some maintenance issues here at the library and they are handling those in a very timely manner.

Director Marble has invited the City Manager, Tom Tanghe and the DPW director to come and tour the library building, because he needs to be made aware of some changes that are being planned in the future and Director Marble needs to get an idea of what is allowed to change within the building and what cannot be altered. This will help the board and him when the Strategic Plan gets created.

8. **Other Reports**:

- A. Friends of the Library: They are preparing for the upcoming auction in May. Their annual meeting is April 4<sup>th</sup>.

9. **Ongoing Business**:

- A. Amending the budget (Heather Farmer in Finance): Director Marble spoke with Heather and found out that all the city cares about is the bottom line in the budget. Also, the board will look at the budget twice a year, June and November/December.
- B. Correspondence with City Manager Tanghe on policies: Director Marble was told to do the library policies our own way and that they do not have to follow the cities policies.
- C. Updated Organizational Chart: Director Marble provided an updated chart to the board as requested.
- D. Policy Committee: In the absence of Trustee Miller, the time and date for the start of this committee to meet is put on hold at this time.

10. **New Business:**

- A. Strategic Planning Committee: Director Marble would like to have a couple people from the board to meet and decide on how to get the ball rolling and get some questions/survey together to see what is wanted/needed. He would like it to be a 2-year plan once it's in motion. Trustee Kastran, Trustee Fletcher and Trustee Reynolds volunteer to do this with Director Marble.
- B. Strategic Planning Timeline: Director Marble's goal is to have everything organized by February; Start the community talks and survey by March; Get all information by April and he would like to present everything to the board by May and have it approved by June! If it takes longer that's ok but this is his goal. An average Strategic Plan takes about 4 or 5 months.
- C. Designated 2<sup>nd</sup> in charge: Renee Holden will be in charge if Director Marble has to be gone off the premises.
- D. Voluntary 457 Plan Election for FT staff: This was offered to 5 full time people. Trustee Siepielski moves to accept this plan and Trustee Reynolds seconds.

VOTE: YES: Trustee Fletcher, Trustee Kastran, Trustee Reynolds and Trustee Siepielski

NO: NONE

MOTION CARRIED 4-0

11. **Comments from the Board (Communications):** Trustee Siepielski is making a suggestion to be open on Sundays during the school year. Director Marble feels we can't afford it. This discussion is tabled until possibly February.

12. **Adjournment:** Trustee Kastran adjourned the meeting at 8:30pm