

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

Monday, August 12, 2019

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

Also present: Director Marble

Guests: 1

3. **Approval of Draft Agenda:** Trustee Reynolds moves to accept the draft agenda after adding #11D, Trustee Ahern seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

4. **Approval of Meeting Minutes:**
  - A. Meeting Minutes – Monday July 8, 2019: Trustee Miller moves to accept the minutes as they stand and Trustee Reynolds seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

5. **Call to the Public:** NONE

6. **Christina Bowers:** Marketing Refresh and Logo Update: The Board has accepted a logo and Christina has been given the okay to proceed.

7. **Financial Report:** Trustee Siepielski presents the report as of July 31, 2019: YTD Total Revenues: \$1,249,441.94; YTD Total Expenditures: \$711,207.82; YTD Total Net Revenue vs Expenditures: \$538,234.12; Total Cutwater Investment: \$764,178.74; Total Cash: \$1,122,464.66.
8. **Director's Report:** Renee, Connor, Minni and Director Marble met with the contractors from Teoma and Library Design on July 12 to go over what will transpire during the week we are closed. The two companies will give us a timeline of what will be happening on which day so we can schedule staff accordingly. Staff will have several projects to do during the closure.

Connor and Director Marble met with Heather Farmer in finance to look at the possibility of opening a sub account for the Library to filter VISA transactions through. Our new systems currently go through a vendor service to handle the transactions in which we get a check back from them for our portion of the proceeds. Going through the bank would be easier and give the city access to make sure our funds are properly recorded into our budget. This most likely will not take place until 2020 according to Heather.

The City's budget preparation has begun. I inserted numbers into the budget spreadsheet the City supplied giving numbers for the 2020 budget and predictions for the years 2021-2024. The Board will be going over these numbers at a budget hearing set for September so they can approve the budget by October.

The Friends of the Library will be renaming the book room in the hallway to Friends Book Nook.

We were experiencing on and off air conditioning problems. DPW has been in on several occasions and determined one of the compressors in the new part of the building was bad. They had put in a temporary fix until a new part can be ordered. The building so far has maintained a comfortable temperature and DPW has been in every day to check the building. Police and Fire are also experiencing the same issue.

Director Marble is asking the board to confirm that he has the right to change part time employees pay scale if it is within the budget. The board confirms that he does have that right as the director. No vote is needed.

9. **Other Reports:**
  - A. Friends of the Library: There was a talent show that Alice attended. The Friends held their cute pet contest. Another check was received from the Good Will book sale. The book room is netting approximately \$1800 per year.

10. **Ongoing Business:**

- A. Resolution to approve Marketing Refresh project: Money was moved to the Marketing line from other unused money. Director Marble is asking to keep the money at \$15,000 for this project and if it's not all needed it will go back in the budget. Trustee Ahern moves to accept this project not to exceed \$15,000, Trustee Reynolds seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

- B. Review Strategic Direction and Approve or Rework: Trustee Kastran moves to accept this and Trustee Ahern seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

- C. Library Director Evaluation Update: Evaluation form went to every staff member and they will be picked up on August 19<sup>th</sup>. Trustee Siepielski will go through all of those and get the tallies to the board via email by August 26<sup>th</sup>. Board evaluations are due in by August 30<sup>th</sup>. The self- evaluation will be turned in also from Director Marble. All this will be compiled and ready for the September packets. The committee will meet a half hour before the regular meeting in September.

- D. 2020-2024 updated Projected Budget: Director Marble gave the board some projected numbers but nothing is concrete yet. A meeting will be scheduled and it will probably be on a Saturday.

11. **New Business:**

- A. Review and approve amended 2019 Projected Budget: Because of all the unexpected additional funds for the library a lot less has come out of the Fund Balance for the improvements of the library. Trustee Reynolds moves to approve the amended projected budget and Trustee Ahern seconds it.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

B. Set Date for Budget Hearing: Saturday, September 21, 2019 at 10am has been chosen for this hearing. The Board will have the projected information before that.

C. Approve Proposed Policies:

408 Pets on Library Grounds

411 Filming and Photography

417 Cell Phone Use

418 Food/Drinks in the Library

These policies have been updated to meet the requirements of the Library and Trustee Fletcher moves to accept these policies as stated and Trustee Miller seconds.

VOTE: YES: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

NO: NONE

MOTION CARRIED: 6-0

D. Electrician: The electrician will be coming in on August 28<sup>th</sup> and disconnect things getting ready for the reconstruction beginning on September 3<sup>rd</sup>. Director Marble is asking the board permission to close at 6pm on August 28<sup>th</sup> and August 29<sup>th</sup> instead of 9pm due to this electrical issue. The Board gives permission. No vote is necessary.

12. Comments from the Board (Communications): NONE

13. Adjournment: Trustee Kastran adjourns at 8:20pm.