

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, September 13, 2021 at 7 p.m.

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

1. Call to Order: President Ahern calls the meeting to order at 7 p.m.

2. Roll Call: Trustee Ahern, Trustee Fletcher, Trustee Kastran, Trustee Miller, Trustee Reynolds and Trustee Siepielski.

Also present: Director Marble and Transcriber Larsen

Guests: 2

3. Approval of Draft Agenda: Trustee Miller moves to accept the agenda 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

4. Approval of Meeting Minutes:

Regular meeting minutes of Monday, August 9, 2021: Trustee Siepielski moves to accept the minutes 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

5. Call to the Public: NONE

6. Financial Report: As of August 31, 2021, YTD Total Revenues: \$1,411,747.89; YTD Total Expenditures: \$885,583.81; YTD Total Net Revenue vs Expenditures \$526,164.08; Total Cutwater Investment \$798,243.08; Total Cash: \$1,024,012.10.

7. Reports:

- A. Director and Coordinator Reports: Director Marble reported that he and the coordinators presented at City Council regarding the library millage. Some questions were asked about comparisons with other libraries. Director Marble shared five-year budget projections and proposed projects. Council members who asked questions seemed satisfied with the answers provided.

Director Marble contacted AH City Manager Tanghe regarding the lease renewal for the library. It has been turned over to the city attorney and the council will likely be ready to vote on it in

late October. The term has been changed to ten years, and the city is planning to address the issue of Saturday cleaning of the building as well.

Director Marble will be attending interviews for the selection of the city's auditing firm. The selected firm will also audit the library. The two firms under consideration are Rehman and Yeo & Yeo.

Director Marble reported that Anisha Dedhia has been hired as a support services clerk, and Information Services substitute librarian Debbie Larsen has agreed to serve as stenographer for library board meetings.

Director Marble reviewed the historical impact of the Headlee Amendment on the library's millage levy from 1995 to present.

The city's risk control contractor recently did a walkthrough of the library and found it in good condition, but agreed with Director Marble that the uneven walkway in front of the entrance needs to be remedied.

A leak in one of the air conditioning units damaged the ceiling in the men's restroom on August 28. The city repaired the damaged unit and the air conditioning is running properly again.

Director Marble was just notified that Auburn Hills Public Library will be a recipient of a Library of Michigan Foundation Citation of Excellence. The award will be made at the MLA annual conference in October and includes a \$1,000 award.

- B. Friends of the Library: The Friends are preparing for the fall book sale, and will also be sponsoring a petting zoo at the library's birthday open house event. The Friends will also provide at least two raffle baskets, one geared toward adults and the other geared toward children.

8. Ongoing Business:

- A. Yes Committee: President Ahern provided bookmarks about the millage to all board members for distribution to the community. Trustee Reynolds asks whether there are any restrictions regarding the distribution of material. The only restriction is that it not be done on the library premises. The Friends will be mailing postcards to potential voters containing the same information that is contained on the bookmark, but the cards will include a space for a personalized message to the voter. Trustee Ahern requests that board members assist the Friends in addressing and mailing the postcards.
- B. Recommended Budget Hearing Date: The proposed date for the budget hearing is the date of the next board meeting, October 11, 2021. Trustee Siepielski moves that the budget hearing be held on October 11, 2021 at 5:30 p.m., with a light meal afterward for the board members, 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

New Business:

- A. Resolution to amend and approve the projected 2021 budget numbers: Director Marble presented budget projections and noted that the city projects that there will be more tax stabilization revenue. Approximately \$25,000 is projected to go into the fund balance. Trustee Ahern moves to amend the 2021 budget to the projected numbers as presented, 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

- B. Review of Director's Evaluation Form: Director Marble has already distributed performance appraisal survey forms to the staff. Trustee Ahern asks that board members return their forms by October 1, so that the answers may be compiled in time for the October board meeting. Trustee Siepielski notes that the date on the form needs to be changed from 2020 to 2021.
- C. Comparison to similar Class 4 libraries: Director Marble shared comparison information that he had provided to city council. Among the area Class 4 libraries considered, AHPL is highest in population, second-highest in cardholders, and lowest in number of full-time staff.

9. Comments from the Board: Trustee Siepielski requested that city council members endorse the library's millage proposal. He hopes to receive positive feedback following the city council meeting.

10. Adjournment: Trustee Ahern adjourns the meeting at 8:04 p.m.