

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, January 10, 2022 at 7 p.m.

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

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

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

Also present: Director Marble and Transcriber Larsen

Guests: 1

**3. Approval of Draft Agenda:** Trustee Reynolds moves to accept the agenda and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 6-0

**4. Approval of Meeting Minutes:**

Regular meeting minutes of Monday, December 13, 2021: Trustee Miller moves to accept the minutes and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 6-0

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

**6. Financial Report:** As of December 31, 2021, YTD Total Revenues: \$1,417,171.35; YTD Total Expenditures: \$1,354,124.93; YTD Total Net Revenue vs Expenditures \$63,046.42; Total Cutwater Investment \$794,393.08; Total Cash: \$546,003.75.

**7. Reports:**

- A. Director and Coordinator Reports: Director Marble reported that due to the holidays, coordinator reports for January and February will be presented in February as a combined report.

The library has partnered with Mittens of Detroit and will be collecting mittens until January 15. Donated items will be distributed to people in need.

The library will receive two laptops and an outdoor programming kit through TLN's portion of a Library of Michigan grant. Per the terms of the grant, these items will be circulating items for public use.

The two full-time librarian positions that were posted internally have been filled by Candie Carnahan and Amanda Parry. Two part-time assistants have been hired to fill the vacancies in the youth department.

Staff reviews have begun.

The city's finance department is in the process of wrapping up the 2021 reporting. We should have the data at the next board meeting.

The city has approved a benefits package for part-time employees including paid time off and a matching contribution to a 457 retirement plan.

Minimum wage will increase to \$9.87 in 2022 and to \$10.10 in 2023, necessitating an adjustment in our wage schedule for clerks.

Veronica New's son will pay for re-bronzing of the statue and plaque located at the front entrance as a gift to the library.

- B. Friends of the Library report: Membership renewal is underway. Three Valentine-themed baskets will be placed on display this week for auction.

## **8. Ongoing Business:**

- A. Fine-free discussion:

Trustee Siepielski reported that he had spoken with some members of the community who are generally supportive of the proposed fine-free policy, but he still had some concerns about whether the policy might be abused. Trustees asked Director Marble to further explain how the overdue and lost materials process currently works and how it will work under the proposed fine-free policy.

Trustee Schie moves to eliminate fines as specified in the plan proposed by Director Marble, and Trustee Miller seconds.

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

NO: NONE

MOTION CARRIED: 6-0

- B. Approve adjustment to 975.000 Building Additions

Trustee Miller moves to amend account number 271-790-975-000 Building Additions from \$0 to \$9,800, and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 6-0

## **New Business:**

- A. Offering of benefits for part-time staff

Director Marble presented a plan to offer paid time off and retirement plan contributions to part-time employees working at least 16 hours per week, based on the one recently adopted for City of Auburn Hills employees. Eleven current library employees would be eligible for benefits under the proposed policy. Trustee Miller noted that the purpose of the policy should be stated, as it is in the city version.

Trustee Ahern moves that the library provide 457 retirement plan matching contributions and paid time off for eligible part-time library employees and Trustee Schie seconds.

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

NO: NONE

MOTION CARRIED: 6-0

**B. Five-Year Strategic Plan Discussion**

Director Marble asked whether the board wishes to solicit bids for a consultant to assist with the next strategic plan. The previous plan was developed by the library staff and board without a consultant's assistance. Per consensus of the trustees, Director Marble agreed to solicit quotes from prospective consultants.

- C. Setup finance committee to amend 2022 budget:** Director Marble asked the finance committee to meet between now and February to propose amendments to the 2022 budget to allocate the increased library income, so that the board can vote on the changes in March. Members agreed to meet on Friday, January 28 at 10 a.m.

**9. Comments from the Board**

Director Marble advised the board that revisions of the collection development and meeting room policies will be considered in February.

Trustee Schie requested that the finance committee investigate offering pro-rated medical benefits to part-time staff. Director Marble advised that because the city's group insurance does not offer such coverage at this time, the library would have to offer it independently, which would not be economically feasible. He speculated that it would be difficult, if not impossible, to find an underwriter for such a small group as the library would represent.

**10. Adjournment:** President Fletcher adjourns the meeting at 7:56 p.m.