

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, March 14, 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: Present: Trustee Ahern, Trustee Fletcher, Trustee Miller, Trustee Reynolds, and Trustee Schie. Absent: 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, and Trustee Schie.

NO: NONE

MOTION CARRIED: 5-0

4. Approval of Meeting Minutes:

Regular meeting minutes of Tuesday, February 15, 2022: Trustee Schie moves to accept the minutes and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 5-0

5. Call to the Public: NONE

6. Financial Report: As of February 28, 2022, YTD Total Revenues: \$900,749.25; YTD Total Expenditures: \$188,770.01; YTD Total Net Revenue vs Expenditures \$711,979.24; Total Cutwater Investment \$788,613.08; Total Cash: \$1,340,356.39.

7. Reports:

Director and Coordinator Reports: Director Marble reported that the library has been selected to partner with Eaton Academy of Birmingham to serve as a tutoring site. The youth activity room will be used for the tutoring and Eaton Academy will handle all of the registration and tutoring.

Victoria Phelps has resigned to accept a full-time position at West Bloomfield. Annette Chaney has stepped down from her position but will serve as a substitute, and Minni Shetty has decided to reduce her hours to part-time.

Library Design has begun the work in the director's office and the staff lounge. LDA found some unfinished floor, wall, and ceiling in the staff lounge when they removed the old lockers. DPW made some of the repairs and LDA will handle the ceiling work.

Erin Look will be hosting Battle of the Books at the Community Center and everyone is welcome to attend.

Friends of the Library report: The current Friends officers were re-elected to their positions at the recent annual meeting. They are looking for volunteers to assist with the spring book sale.

8. Ongoing Business:

Review and approve Policy 210, Employee Dress Code:

Director Marble created a policy after reviewing policies in use at other libraries.

Trustee Reynolds moves to approve Policy 210, Employee Dress Code, and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 5-0

Review and approve Policy 412, Meeting Room Policy:

Director Marble presented a revised policy that incorporated trustee suggestions from the previous meeting. Trustee Fletcher suggested that the fee be listed as refundable and held until a scheduled meeting is over, and Trustee Schie noted a typographical error in the draft that needed to be corrected. Director Marble agreed to make the changes noted by the trustees.

Trustee Schie moves to approve Policy 412, Meeting Room Policy, and Trustee Miller seconds.

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

NO: NONE

MOTION CARRIED: 5-0

Strategic Plan Refresh with 3-Year Project Outlook: Director Marble reported that Christina Bowers felt that the strategic plan work could be completed in-house if the existing plan was being refreshed as opposed to being replaced with an entirely new document, but noted that if the board intends to start from scratch, a consultant should be hired. Trustees agreed that a refresh was the appropriate course of action.

Trustee Reynolds moves that the library to do a refresh of the current strategic plan with a three- year project outlook and Trustee Schie seconds.

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

NO: NONE

MOTION CARRIED: 5-0

New Business:

Job Descriptions

Director Marble reviewed the current job descriptions that were provided to the trustees. Trustees suggested that the educational minimum requirements for all positions include some flexibility, and Director Marble agreed that the word "required" could be replaced by "preferred" to allow for some discretion in hiring.

Adequate Staffing to Meet and Fulfill Community Needs

Director Marble reported that he is hiring three pages, who will be starting in April if all their paperwork is completed. Cole Brattan will become a full-time employee in April and will also have a new part-time IT assistant. Director Marble will be posting for an outreach assistant (28 hours), and a replacement for Minni Shetty in her current position. We will still have eight full-time staff members, but Director Marble may consider adding a ninth person if necessary.

9. Comments from the Board

Trustee Schie asked that Director Marble provide feedback to the board regarding how the hiring process goes, and alert the trustees if the pay scale appears to be an impediment.

10. Adjournment: President Fletcher adjourns the meeting at 7:47 p.m.