

Auburn Hills Public Library Board of Trustees Regular Meeting

~~UN~~APPROVED MINUTES

Monday, May 9, 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, Trustee Schie, and Trustee Siepielski.

Also present: Director Marble and Transcriber Larsen

Guests: 1

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

4. Approval of Meeting Minutes:

[Secretary's note: The April Board Package incorrectly contained the meeting minutes from February, not March. This vote finalizes the correct meeting minutes from March 14, 2022.]

Regular meeting minutes of Monday, March 14, 2022: Trustee Reynolds moves to accept the minutes 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

Regular meeting minutes of Monday, April 11, 2022: Trustee Ahern moves to accept the minutes 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

5. Call to the Public: NONE

6. Financial Report: As of April 30, 2022, YTD Total Revenues: \$1,623,148.10; YTD Total Expenditures: \$499,258.13; YTD Total Net Revenue vs Expenditures \$1,123,889.97; Total Cutwater Investment \$786,031.08; Total Cash: \$1,749,365.20. Trustee Siepielski asked about the Cutwater portfolio documents, and Director Marble reported that he expected them to be furnished to him in May. Trustee

Siepielski also asked for the employee compensation report, and Director Marble will include it in the June board packet.

7. Reports:

- A. Director and Coordinator Reports: Director Marble reported that MLA had sent us its year-in-review report, and he noted that it is similar in format to the annual report issued by AHPL.

Two new staff members have been hired. Lindel Salow will be the new Support Services Coordinator. He has prior library experience and was recently a supervisor at The Henry Ford. We have also hired a part-time IT assistant. She is Adelaida Escobar, and she is currently a student at OU.

One of our circulation clerks has just given us her notice, so we will need to hire another clerk or two.

We have decided not to hire an outreach person, but instead will revamp the service. We are looking at incorporating mail service as a homebound option because it is a federally-funded program and the postage will not cost us anything. Renee and Amanda will oversee the homebound patron contacts, and circulation will pull and bag items for homebound patrons. Delivery will be by mail or by volunteer.

Erin Look received a \$500 Talk Story grant from the Asian/Pacific American Librarians Association.

The front sidewalk has been repaired. The city is looking at painting the building this year, but the work has not yet been scheduled.

Trustee Schie inquired whether the library's website is ADA compliant, and offered to assist Director Marble in checking the site's accessibility features.

- B. Friends of the Library report: The May book sale will be held May 19-21 with a preview on May 18. The Friends picked up a large donation of children's books from the Boys and Girls Club. There will be a basket raffle at the book sale for adult-themed and child-themed baskets.

8. Ongoing Business:

- A. Heritage in the Hills presentation reminder

The program will be an ice cream social on Friday, June 10. Trustee Miller and Trustee Ahern will be assisting with the program. The library improvement survey will be distributed to the attendees and we will ask their advice on the future direction of the library. Director Marble will give a PowerPoint presentation, and some members of the Friends will attend as well.

- B. 2021 Yeo & Yeo audit update

The audit is underway and is likely to be presented in June or July. The auditors asked whether a form was provided to the city to notify them of the increase in the library director's compensation. Trustee Miller stated that she felt that a letter was a more appropriate notice than a form. Trustee Siepielski noted that a letter had been used in past circumstances. Director Marble will create the letter and present it at the June meeting.

New Business:

A. Strategic Direction Library Improvement Draft Survey

Director Marble reviewed a one-page draft survey that has been created and asked for board input. Trustees Schie and Siepielski asked that outdoor programs be included in the survey question about the addition of a patio off the Youth Department. Trustee Schie asked that the question about renovating the Youth Department include language that stresses that the renovation is not aesthetic only, but will also address functionality. Trustees Schie and Ahern also recommended that the responses be spaced out better on the page. Trustees agreed that the response option should be Not Important, Somewhat Important, or Very Important. Trustees agreed that questions should make it clear that the proposed improvements are being made at the library, as opposed to the Community Center or other location. Trustees also agreed that an open question to allow additional comments or suggestions should be included. Trustee Schie suggested that the opposite side of the survey form include a thank-you to the public and a recap of the progress that has been made since the millage was passed. The language should embrace the citizen as a part of the library team and focus on what is being accomplished together.

B. Formal documentation of any Director's pay increases

Director Marble reported that auditors Yeo & Yeo had questioned what type of formal documentation of compensation change for the library director was furnished to the finance department. Director Marble will draft a letter and present it at the next meeting.

9. Comments from the Board

There were no further comments from the board.

10. Adjournment: President Fletcher adjourns the meeting at 8:02 p.m.