

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, June 13, 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 Stenographer Larsen

Guests: 5

**3. Approval of Draft Agenda:** Trustee Schie 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 Monday, May 9, 2022: Trustee Miller 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:**

Guest: Staff member Susan Pontzer

Ms. Pontzer recently joined the library staff. She introduced herself to the board members and described her role in the circulation department.

Peton Neilson and John Dexter of Envisionware presented the company's 24-Hour Lending Library Kiosk.

Envisionware was founded in 1998 as a library technology company and serves over 12,000 public libraries. The lending library kiosk can vend materials and sort returned items. It is also capable of vending non-standard items such as games and electronic equipment. Units already in service have not generally been targets of theft or vandalism. The kiosk works well in extremes of heat and cold and is suitable for 24/7 outdoor access. The unit is remotely accessible so that staff will know what is in the unit at any time, as well as the status of the consumables.

Trustee Schie asked that Envisionware provide a datasheet on the remote access capability. The timeline from order and deposit to installation and training is approximately 5 months at present. Trustee Ahern

asked about the ease of use, especially for senior citizens. The unit has a sequential software design that presents users with one screen at a time, similar to an ATM application. Trustee Ahern asked how a user would report a problem to the library. Most libraries post a dedicated phone number for the patron to use for reporting problems.

**6. Financial Report:** As of May 31, 2022, YTD Total Revenues: \$1,760,849.50; YTD Total Expenditures: \$675,210.08; YTD Total Net Revenue vs Expenditures \$1,085,639.42; Total Cutwater Investment \$774,275.08; Total Cash: \$1,720,495.85.

## **7. Reports:**

- A. Director and Coordinator Reports: Director Marble reported that Michigan has passed a law expanding the Open Meetings Act. Public libraries are exempt from a new requirement to make audio recordings of meetings.

The new dean of Oakland University libraries has reached out to partner with AHPL and other area libraries for Library Card Signup Month.

We have hired two new circulation clerks. Caleb Perkins and Fallon Franczyk are leaving our Youth Department staff. Gina Labban is leaving our Information Services staff, while Lindsey Ellison will be going on maternity leave soon. Two new youth assistants have been hired, and we are now concentrating on hiring two additional people for Information Services.

- B. Friends of the Library report: The May book sale made over \$1,900 and more than 300 people attended the event. The next sale will be held in November.

## **8. Ongoing Business:**

- A. Heritage in the Hills presentation results

The program was attended by 35-40 people. The library received many compliments and positive feedback, and the new fine-free policy was very well received.

- B. Form letter for Director salary increases

Director Marble presented a salary increase form letter that is now required by our audit firm.

- C. Insight investments monthly report (Cutwater)

Director Marble presented a report on the library's Cutwater investment, but noted that the report includes the city's investments as well, because the library's accounts cannot be separated from the overall report.

## **New Business:**

- A. Oakland University outreach partnership report

Director Marble noted that AHPL's partnership with OU was acknowledged in an academic paper that was written on the subject.

- B. Books and Materials Challenges

Director Marble presented a fact sheet prepared by the Library of Michigan on book and materials challenges in public libraries.

C. Staff current pay levels

Director Marble presented a report detailing current staff pay levels that was prepared by the city.

**9. Comments from the Board**

Trustee Schie expressed concern about the stairs to the lower parking lot and their rapidly decaying condition. Director Marble noted that the DPW has now made the stairs a priority because they are crumbling and present a safety hazard.

Trustee Miller asked who will be the owner of the 24-Hour Library Kiosk. Director Marble replied that the library will be the owner of the unit. Trustee Miller asked all trustees to consider purchasing two units, noting that because of the unusual geography of the City of Auburn Hills, a second unit could be very helpful in reaching residents who are currently unserved or using other libraries. Board members discussed possible locations for a second machine.

**10. Adjournment:** President Fletcher adjourns the meeting at 8:12 p.m.