

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, July 11, 2022 at 7 p.m.

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

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

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

Absent: Trustee Fletcher

Also present: Director Marble and Stenographer Larsen

Guests: 3

3. Approval of Draft Agenda: Trustee Miller noted that the draft agenda needed to be as amended as follows in the absence of President Fletcher:

1. Call to Order by ~~President Fletcher~~ Vice-President Ahern

3. Approval of Draft Agenda by ~~President Fletcher~~ Vice-President Ahern

Trustee Schie moves to accept the amended agenda and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 5-0

4. Approval of Meeting Minutes:

Regular meeting minutes of Monday, June 13, 2022: Trustee Miller moves to accept the minutes and Trustee Schie seconds.

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

NO: NONE

MOTION CARRIED: 5-0

5. Call to the Public:

Guest: Staff member Beth Grai

Ms. Grai will have been on the staff for one year in August. She introduced herself to the board members and described her role in the Information Services department.

Guest: Alan Panter, Yeo & Yeo

Alan Panter of Yeo & Yeo presented the library's 2021 audit. The library has been given an unmodified opinion for the 2021 fiscal year, which is the highest level of assurance that can be given. The library has a healthy fund balance. In matters for management's consideration, the auditors recommend that the

library adopt its own financial policies (distinct and separate from its fiscal agent, the City of Auburn Hills) in the following areas: Credit Card Transactions Policy, Electronic Transactions Policy, Financial Transaction Device Policy, and Investment Policy.

Trustee Schie offered to assist the finance committee with cybersecurity matters.

6. Financial Report: As of June 30, 2022, YTD Total Revenues: \$1,808,489.18; YTD Total Expenditures: \$789,692.85; YTD Total Net Revenue vs Expenditures \$1,018,796.33; Total Cutwater Investment \$774,275.08; Total Cash: \$1,654,612.03.

7. Reports:

- A. Director and Coordinator Reports: Director Marble reported that he met with a group of city officials regarding the lending library kiosk downtown. The city manager prefers a location near the Den. He will go with city officials to walk the area and discuss the requirements to prepare the proposed site. On August 22, the city manager will present his recommendation on a site to the city council. Following that, the library board will vote on proceeding with the lending library installation as a project for 2023.

We currently have an open position in Youth and an open position in Information Services.

Trustee Schie asked for an update on the status of the repair of the parking lot stairs. Director Marble has not heard any estimated time for repair from the DPW. Trustee Schie recommended that the public safety hazard aspect of the situation be emphasized again.

- B. Friends of the Library report: The Friends are not meeting during the summer. Biographies are currently on sale and seem to be popular. Next month's theme will be "Back to School/Learn a New Hobby," and will feature dictionaries, thesauri, and craft and hobby books. The Friends of the Library telescope is now at the library and will be available for check-out.

8. Ongoing Business:

- A. Strategic Direction refresh update

Director Marble reminded everyone to reserve Saturday, August 13, from 9:30 to 3:00 p.m. for the board's strategic direction retreat.

- B. Lending Library in downtown AH August council presentation

Director Marble noted he will present the lending library concept to the city council on August 22 at 7:00 p.m. and invites board members to attend in support.

9. New Business:

- A. Investment Policy (recommended by Yeo & Yeo)

The development of an investment policy will be referred to the policy committee. Director Marble will look at examples from other libraries.

- B. Meeting Room Policy 412.0 requirement additions

Director Marble presented a revision of Meeting Room Policy 412.0, adding two bullet points to the previous version of the policy. The bullet points require reservations to be made with an AHPL library card, and limit reservations to two per month.

Trustee Schie moves that the revised Meeting Room Policy 412.0 with the two bullet points added be approved and Trustee Ahern seconds.

VOTE: YES: Trustee Ahern, Trustee Miller, Trustee Reynolds, Trustee Schie, and Trustee Siepielski. NO: NONE MOTION
CARRIED: 5-0

C. Review of library policies schedule

Director Marble asked the policy committee whether the members would prefer to meet in person. Members of the committee agreed to meet in person. Trustee Schie requested that the meetings be held in the evening.

10. Comments from the Board

Trustee Siepielski expressed his regret at having missed the Envisionware presentation on the lending library, and Director Marble noted that Envisionware would be presenting again at the city council meeting on August 22.

11. Adjournment: Vice-President Ahern adjourns the meeting at 8:23 p.m.