



Auburn Hills Public Library

APPROVED

AUBURN HILLS PUBLIC LIBRARY MINUTES FOR April 24, 2012

Location: Large Meeting Room, Auburn Hills Public Library
3400 E. Seyburn Drive
Auburn Hills, Michigan 48326

1. **Call to Order:** President Ben Sebrowski called the meeting to order at 4:30 pm.
2. **Roll Call:** Present: Ben Sebrowski, VeRonica Mitchell, Toni Whitley, Angela River, Nick Shone, and Mary Do Demeulemeester.
Also present: Stephanie McCoy, Library Director
Also present: members of the public

3. **Acceptance of the Agenda:**

**Motion by V. Mitchell to accept the agenda with the above changes.
Supported by A. River**

Vote: Yes: Sebrowski, Mitchell, Demeulemeester, River, Shone and Whitley
No: None Motion carried (6-0)

4. **Approval of Board minutes from March 27, 2012:**

V. Mitchell corrected the spelling of her last name on page 2, section 7, bullet point 21 and page 3, first bullet point.

**Motion by B. Sebrowski to approve the minutes of February 27, 2012.
Supported by A. River.**

Vote: Yes: Sebrowski, Mitchell, River, Demeulemeester, Shone, and Whitley
No: None Motion carried (6-0)

5. **Financial Officers Report:**

M. Demeulemeester reported that as of March 31, 2012, total assets are \$1,634,643. Total liabilities are \$148,406. Total liabilities and fund balance is \$1,634,643. Total revenues YTD are \$1,020,737. Total expenditures YTD are \$234,903. Fund balance YTD is \$1,486,237.

6. Public Comments:

- President B. Sebrowski read the protocol for public comments: "The Library Board of Trustees welcomes public comments; speakers will have a maximum of five (5) minutes to address the Board. Each speaker shall state name and address for the record before making comments. Comments requiring a response from the Board will be addressed in writing within two (2) weeks of the meeting at which they were made."
 - City Council Member Cheryl Verbeke on Collier Road asked questions and made comments regarding Auburn Hills Public Library hiring process.
 - Jessica Bolton on Robert Court asked questions and made comments regarding Auburn Hills Public Library's personnel.

7. Library Director's Report:

- S. McCoy highlighted the following: the 2012 Director's Summit, and Friends of the Library Spring book sale.
- V. Mitchell inquired about the location of the 2012 Rural Conference.
- S. McCoy responded with the location being Traverse City.
- V. Mitchell requested more information regarding the personal property tax.
- A. River gave detailed explanation of personal property tax elimination.
- V. Mitchell requested more information on the Wayne State University Accessible Libraries for All Scholarship.
- S. McCoy explained that it is important to learn how to better serve the up-and-coming baby boomers, and be forward-thinking in planning for their future library needs.

8. Ongoing Business:

- (a) Exam Proctoring Policy:
 - Library Director submitted a draft copy of the Exam Proctoring Policy to the City Attorney and is awaiting a response.
- (b) Privacy Act:
 - S. McCoy is still working on the Privacy Act and will have a draft prepared for presentation at the May meeting.
- (c) Evaluation Committee Update:
 - V. Mitchell and A. River presented the committee's recommendation regarding the Director's Appraisal process. V. Mitchell requested that the board review the report and give their suggestions and comments at the May 22, 2012 board meeting.

9. New Business:

(a) Library Personnel Policies:

- Library Director stated that the original personnel files are being housed at City Hall and the library has a copy.
- Library Director discussed the request from HR auditors for the Library to align their recruitment, promotion and hiring practices with those of the City.
- Library Director inquired about the existence of personnel policies.
- The board members stated that to their knowledge there were no personnel policies established.
- Library Director recommended becoming aligned with the City's personnel policies.
- Library Board discussed several methods of updating the policies to fit the library's needs. V. Mitchell suggested that board members seek trustee training.
- V. Mitchell congratulated A. River on her appointment to County Board of Commissioners.
- M. Demeulemeester inquired about the quotes for upholstery, signage and computer counter.
- Library Director is still obtaining quotes.

(b) Communications:

- B. Sebrowski discussed the email the board received from Kim Burean and stated that each board member is free to respond as they wish.
- M. Demeulemeester stated that Chapter 2, Section 1 (Bylaws & Board Organization) addresses the function of the board secretary. The board secretary does not take and keep minutes of the meetings. Following discussion on the matter, it was recommended that S. McCoy consider hiring a court reporter/stenographer.

Motion by M. Demeulemeester to hire court reporter to take minutes.

Motion was retracted by M. Demeulemeester.

Supported by B. Sebrowski.

Vote: Yes: Sebrowski, Mitchell, Demeulemeester, River, Shone and Whitley
No: None Motion carried (6-0)

10. Executive Session to Discuss Personnel Issues:

Motion by B. Sebrowski to close the open meeting at 4:58 pm.

Supported by A. River.

Vote: Yes: Sebrowski, Mitchell, Demeulemeester, River, Shone and Whitley
No: None Motion carried (6-0)

Motion by M. Demeulemeester to adjourn close session 5:44 pm.

Supported by A. River.

Vote: Yes: Sebrowski, Mitchell, Demeulemeester, River, Shone and Whitley.
No: None Motion carried (6-0)

Motion by A. River to adopt the City of Auburn Hills' personnel policies as the Auburn Hills Public Library's personnel policies.
Supported by T. Whitley.

Vote: Yes: Sebrowski, Mitchell, Demeulemeester, River, Shone and Whitley
No: None Motion carried (6-0)

There being no objections, the meeting was adjourned at 5:59 pm.
Supported by T. Whitley.

Submitted by:
Library Board Secretary, T. Whitley