

# Auburn Hills Public Library

APPROVED  
AUBURN HILLS PUBLIC LIBRARY  
MINUTES FOR July 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 4:40 p.m.

**2. Roll Call:** Present: Ben Sebrowski, VeRonica Mitchell, Toni Whitley, Angela River

Absent: None

Also Present: Stephanie McCoy, Library Director

Guests: 1

**3. Acceptance of the Agenda:**

President Sebrowski asked that Item 8b. and 9a. be moved for discussion and approval after the Approval of Minutes. He explained Ms. Whitley must leave for an appointment and without her in attendance, there wouldn't be a quorum.

**Moved by Ms. Mitchell to amend the agenda as requested by President Sebrowski.**

**Supported by Ms. Whitley.**

**Vote: Yes: Sebrowski, Mitchell, Whitley, River**

**No: None**

**Motion Carried (4-0)**

**4. Approval of Board Minutes from June 26, 2012:**

**Moved by Ms. Mitchell to approve the minutes of June 26, 2012 as submitted.**

**Supported by Ms. Whitley.**

**Vote: Yes: Sebrowski, Mitchell, Whitley, River**

**No: None**

**Motion Carried (4-0)**

**8. Ongoing Business**

**(b) Personnel Policies**

Ms. McCoy noted she is working on the Employment Classification Policy with Human Resources. The EEO draft has been amended to include the changes the Board requested at the last meeting.

Ms. Mitchell suggested item G. in the Recruitment, Promotion and Hiring policy include language that states it is not applicable to Library Director.

(1) 20-01 Employment Classification

(2) 30-01 EEO Draft

(3) 30-02 Nondiscrimination Draft

(4) 30-03 Recruitment, Promotions, Hiring Draft

**Moved by President Sebrowski to approve the Personnel Policies EEO 30-01 as submitted.**

**Supported by Ms. Whitley.**

**Vote: Yes: Sebrowski, Mitchell, Whitley, River**

**No: None**

**Motion Carried (4-0)**

**Moved by President Sebrowski to approve the Personnel Policies 30-02 Nondiscrimination as submitted.**

**Supported by Ms. Whitley.**

**Vote: Yes: Sebrowski, Mitchell, Whitley, River**

**No: None**

**Motion Carried (4-0)**

**Moved by President Sebrowski to approve the Personnel Policies 30-03 Recruitment, Promotions, Hiring as amended.**

**Supported by Ms. Whitley.**

**Vote: Yes: Sebrowski, Mitchell, Whitley, River**

**No: None**

**Motion Carried (4-0)**

**9. New Business**

**(a) Trustee DeMeulemeester**

President Sebrowski noted the resignation of Mary Do DeMeulemeester.

**Moved by Ms. Whitley to accept the letter of resignation from Ms. DeMeulemeester.**

**Supported by Ms. River.**

**Vote: Yes: Sebrowski, Mitchell, Whitley, River**

**No: None**

**Motion Carried (4-0)**

**5. Financial Officer's Report:**

President Sebrowski reported as of June 30, 2012 total assets are \$1,431,774; total liabilities \$132,753; total fund balance \$1,299,021; total liabilities and fund balance \$1,431,774. Total Revenues YTD \$1,150,347; total expenditures YTD \$526,309; and fund balance YTD \$1,299,021.

**6. Public Comment: - none.**

**7. Library Director's Report:**

Ms. McCoy highlighted a few items from her written report as follows:

- The 29<sup>th</sup> Annual National Night Out is scheduled for August 7, 2012 from 6:00 p.m. until 8:30 p.m. The Library and Friends Group will be participating and will be located in the recreation center and be manned by both Friends and Staff. She will also be working with the Police on the parking situation.
- A 3M representative visited the library and gave a demonstration and quote on a self-check-in station. She hopes the Library will be able to purchase the automated station once revenues increase.
- Edmond R., a part-time library technician joined the Support Services Department July 9, 2012.
- Elizabeth W. applied for a Best Buy technology grant for teens, which will be used to purchase iPads for the Library.

**8. Ongoing Business:**

**(a) Rules of Order Document**

President Sebrowski thanked Ms. McCoy for supplying a copy of the City Council's Rules of Order and Business and decided he would like to incorporate some of the rules into the Library Board Trustee Conduct Policy he created and will bring it back to the Board for discussion and approval at a future meeting. He wasn't sure if there can be a stipulation in the policy that would prohibit a trustee from becoming a library employee.

Ms. River stated she would investigate and let President Sebrowski know what she finds.

**9. New Business:**

**(b) Board Vacancy**

President Sebrowski suggested since Ms. DeMeulemeester has given her resignation that the Board fills both positions at the same time.

Ms. Mitchell suggested that the notice be revised to extend the length of time to accept applications.

Ms. McCoy stated she has already done so.

**(c) Communications**

Ms. Mitchell noted she had attended the Council meeting, and Council discussed the possibility of changing City auditors. The reasoning behind the change is it might be good for a new company to look at how the City is run; however, the flip side is that knowing how the City is run can also be beneficial.

Ms. McCoy explained though Plante Moran is the library auditor, the same people has not done the auditing, so in actuality, there are different eyes auditing the books and practices.

President Sebrowski suggested if and when a change takes place, then it can be discussed of who the auditors will be for the Library.

**10. Adjournment:**

**Moved by President Sebrowski to adjourn the meeting at 5:00 p.m.**

**Supported by Ms. River**

**Vote: Yes: Sebrowski, Mitchell, Whitley, River**

**No: None**

**Motion Carried (4-0)**

Respectively Submitted,

Kathleen Novak