

Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR June 26, 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 p.m.
2. **Roll Call:** Present: Ben Sebrowski, VeRonica Mitchell, Toni Whitley, Angela River
Absent: Nick Shone (excused), Mary Do Demeulemeester (unexcused)
Also Present: Stephanie McCoy, Library Director
Guests: 2

3. **Acceptance of the Agenda:**

President Sebrowski asked that Item 9a. be moved and become Item 5.5. following the Financial Officer's Report.

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

Supported by Ms. River

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

4. **Approval of Board Minutes from May 22, 2012:**

President Sebrowski noted on page 4, Item 10 a., his name is spelled incorrectly.

Moved by President Sebrowski to approve the minutes of May 22, 2012 as amended.

Supported by Ms. Mitchell.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

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

President Sebrowski reported as of May 31, 2012 total assets are \$1,443,897; total liabilities \$144,910; total fund balance \$1,443,897; total liabilities and fund balance \$1,443,897. Total Revenues YTD \$1,065,436; total expenditures YTD \$441,432; and fund balance YTD \$1,298,987.

5.5 **Plante & Moran Presentation - 2011 Audit Report:**

Plante Moran's Michelle Watterworth and Justin Kolbow introduced themselves.

Ms. Watterworth noted in the third paragraph of the Independent Auditor's Report is the most important paragraph of the document indicating Plante Moran is giving an unqualified opinion which is the highest level of assurance that can be given for an audited financial statement. The financial statement, based on the audit is financially accurate.

The next section is the management's discussion and analysis that is a supplement to the basic financial statement and required by the Governmental Accounting Standards Board. It is generally a discussion with management as to how things are done.

Mr. Kolbow referring to the Governmental Fund Balance Sheet/Statement of Net Assets, explained governmental accounting has two different basis of accounting - the General Fund is based on Modified Accrual Basis, which focuses on current resources and doesn't have any long term assets or liabilities. The Statement of Net Assets is based on Full Accrual Basis which is what would generally be seen on a Chrysler or GM financial statement. This identifies long term assets and liabilities which would include the long term Capital assets. The largest liability is the deferred revenue which is the property taxes and the second would be other liabilities which are the tax tribunal cases that is potential money owed to the City for property tax adjustments.

Next, the Statement of Revenue Expenditures and Changes reflecting total revenue of \$1,261,561; which \$1.1 million is property taxes or 94% of the revenue. Total expenditures were \$1,372,623 in the full accrual statement; which 60% is employee salaries and fringe benefits. Total expenditures are \$50,000 over revenue in the modified accrual which is down from last year's \$90,000. Because of the expectation of declining property tax revenue in the coming years, spending should be carefully considered. The Library has done a good job decreasing the spending by reducing the number of operational hours. Although the reserves are in a good position, Mr. Kolbow suggested the Library consider conducting a five-year projection.

Ms. Watterworth agreed the Library's fund balance looks very good and commended the Board on what a good job they have done; but cautioned the property tax revenue over the next number of years will be declining.

Ms. Mitchell asked how Auburn Hills' compares with other libraries regarding salaries. Ms. Watterworth stated there are many other libraries that have an 80% ratio, but Auburn Hills does fall within the average.

Ms. Watterworth continued with the Plante Moran letter dated June 7, 2012, explaining Section I dictates there are auditing standards which must be followed. The auditor identified journal entries to capital assets that needed to adjust year-end balances.

Section II, the significant findings by the auditors was the new accounting standards the Library was required to adopt this year, which fortunately had very little impact.

Accounting estimates are based on past and current experience and assumptions, and the tax tribunal cases will have an impact on revenues.

Section III - Other Recommendations, Ms. Watterworth noted with the pending legislation to eliminate the personal property tax there will be an impact on revenue as well.

There are upcoming changes to the reporting for libraries starting in 2012 with GASB 63 and another to take effect in 2013 - GASB 65. GASB 63 statement will have a different format than statements in the past; and numbers won't be moved to the new format until GASB 65.

6. Public Comment: - none.

7. Library Director's Report:

Ms. McCoy presented her written report.

Ms. River asked where the patron had fallen.

Ms. McCoy explained that patron fell outside the doors of the building. Continuing, Ms. McCoy noted she had a Safety Committee Meeting that morning and brought the incident to the attention of the Committee.

8. Ongoing Business:

(a) Rules of Order Document

President Sebrowski explained he used different sources to compose the draft he presented and asked the Board to review and digest his draft and there can be discussion at a future meeting. Many of the items he found on line, and noted particularly number 16, which he pieced together using Robert's Rules of Order. President Sebrowski felt there is a need to have a procedure in place for Trustees voting on all issues. If anyone has any questions or suggestions to please let him know.

(b) Privacy Act Compliance Policy

Ms. McCoy stated the attorney reviewed and approved the Compliance Policy and the Application for Minor Borrower's, noting from a legal standpoint it was acceptable.

Moved by President Sebrowski to adopt the Privacy Act Compliance Policy.

Supported by Ms. River.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

(c) Personnel Polices

(1) Introduction

Ms. McCoy explained she edited the draft that was discussed at the previous meeting and presented this final version. The Library Mission Statement is now included.

Moved by President Sebrowski to approve the Introduction of the Auburn Hills Public Library Personnel Policy and Procedure Manual.

Supported by Ms. Mitchell.

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

(2) 20-01 Employment Classification

Ms. River questioned the need to include the portion *'with the City of Auburn Hills and '* of the last sentence of the statement in the first three paragraphs that reads "Regular employees have no specified ending date of employment as all employment with the City of Auburn Hills and Auburn Hills Public Library is at will".

Ms. McCoy explained this statement would cover the City as well.

Because the Library is a separate entity from the City as stated in the Charter, many Board members didn't feel that portion should be included in the definitions.

Ms. River asked if there are defined hours for a full-time employees or part-time employees.

Ms. McCoy explained a part-time employee cannot exceed working 30 hours in a work week.

Ms. River suggested that the number of allowed working hours be defined in the description.

President Sebrowski asked of the part-time librarians work more hours than others.

Ms. McCoy stated part-time librarians work between 24 to 29 hours each week and substitute employees generally fill in for those that are on vacation. Full time employees are capped at 40 hours per week with no over time. The full-time employees are exempt. Currently there are four full-time librarians, three are administrative and one is not.

Continuing, Ms. McCoy explained the hours for full-time employees are generally 9:00 a.m. until 5:00 p.m. and 1:00 p.m. until 9:00 p.m.

It was questioned if the one full-time non-administrative employee should be a non-exempt employee.

Ms. McCoy suggested she come up with additional information making all full time employees exempt and rewrite the definitions to bring back to the next meeting.

(3) 30-01 EEO Draft

Ms. Mitchell asked about number 4. Appointed Representatives; asking if this pertained to Board replacements only.

Yes, that is the intent.

President Sebrowski suggested it should read Appointed Members and ad-hoc committees.

President Sebrowski commented on removing the plural in "library-appointed boards" listed in number 4.

Regarding the grievance procedures, Ms. River asked about the order in which a grievance should be

made. After some discussion, it was agreed the first person should be the immediate supervisor, if the problems still isn't resolved it should proceed to the Library Director, then to Human Resources and finally if needed, the Library Board. It was determined Human Resources may act as the third party, the neutral party to hear a grievance.

(4) 30-02 Nondiscrimination Draft

Ms. McCoy presented what the Library currently used and the policy of the City. The Statement of Policy wording should be changed from *handicap* to *disabilities*.

Ms. Mitchell questioned if the *arrest record* should remain or not.

(5) 30-03 Hiring, Recruitment, Promotions Draft

Ms. McCoy noted the numbering will be changed to reflect the deletion of number 3.

Ms. Mitchell noted the *City of Auburn Hills* should be deleted from the document.

Ms. McCoy explained regarding paragraph G., she checked with the City Human Resource department and proposes to use the same hiring criteria as the City.

9. New Business:

(a) Board Vacancy - Letters of Interest

President Sebrowski relayed there has only been one letter of interest received and noted there is a possibility there may be another vacancy. He explained he has not heard from Mary Do Demeulemeester either by phone, nor has she responded to his e-mails.

Ms. McCoy confirmed Ms. Demeulemeester has not returned her calls either.

President Sebrowski explained while he was composing the Rules of Conduct, he read through the Policy Manual and noted it is the job of the President to ask for the resignation of a Trustee who no longer attends meetings. President Sebrowski stated he will write a letter to Ms. Demeulemeester suggesting she resign if she can no longer fulfill her commitment, noting she has not been heard from in two months. President Sebrowski noted Ms. Demeulemeester attended the April meeting and was excused from the May meeting; however, nobody has heard from her since.

The current position vacancy posting closes June 29, 2012; there is still a possibility of receiving other letters of interest.

(b) Communications

President Sebrowski noted he, Ms. McCoy and Ms. Mitchell had received an email from a non-City patron complaining of the service they received at the library. This person had a Rochester Hills library card that wasn't in our library's system and when asked for their driver's license to confirm the address, the driver's license had a Berkley address so they were denied service. This person claimed to have been treated very rudely.

President Sebrowski asked Ms. McCoy to reiterate to the staff to be friendly and polite to all library visitors and offer to hold an item until they are able to comply with the rules.

10. Adjournment:

Moved by President Sebrowski to adjourn the meeting at 5:35 p.m.

Supported by Ms. River

Vote: Yes: Sebrowski, Mitchell, Whitley, River

No: None

Motion Carried (4-0)

Respectively Submitted,

Kathleen Novak