



Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR March 27, 2012

Location: Small 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 and Mary Do Demeulemeester.
Also present: Stephanie McCoy, Library Director and Denise Janus, Circulation Coordinator.
Also present: member of the public. Absent: Nick Shone excused.

3. **Acceptance of the Agenda:**

Motion by A. River to accept the agenda with no changes.
Supported by V. Mitchell.

Vote: Yes: Sebrowski, Mitchell, Demeulemeester, River, and Whitley
No: None Motion carried (5-0)

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

Motion by A. River to approve the minutes of February 27, 2012.
Supported by M. Demeulemeester.

Vote: Yes: Sebrowski, Mitchell, River, Demeulemeester, and Whitley
No: None Motion carried (5-0)

5. **Financial Officers Report:**

M. Demeulemeester reported that as of February 29, 2012, total assets are \$1,132,061. Total liabilities are \$210,846. Total liabilities and fund balance is \$1,132,061. Total revenues YTD are \$461,473. Total expenditures YTD are \$123,175. Fund balance YTD is \$921,215.

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.”
- No public comments

7. Library Director’s Report:

- S. McCoy asked if there were any questions, comments or concerns regarding her report.
- S. McCoy highlighted new population report certified by the Library of Michigan and noted that the City of Auburn Hills’ certified population has increased.
- M. Demeulemeester inquired if we would get additional money.
- S. McCoy stated that the library should receive additional money.
- S. McCoy discussed the broken glass incident that occurred in the mens’ bathroom.
- V. Mitchell inquired if anyone was injured.
- S. McCoy stated the bathroom was empty at the time of the incident.
- S. McCoy discussed Mango and it has gone live for patron use.
- S. McCoy discussed the quotes from Library Design Associates.
- A. River inquired if there were other quotes obtain from other companies.
- S. McCoy stated that Library Design Associates are the original interior designers for Auburn Hills Public Library. S. McCoy stated that she wanted to keep the continuity of the building design.
- M. Demeulemeester inquired about the upholstery fabric and additional quotes.
- S. McCoy stated that she was meeting with one other fabric company to obtain upholstery quotes.
- V. Mitchell requested additional upholstery quotes.
- M. Demeulemeester volunteered to do the upholstery along with other suggested volunteers.
- S. McCoy discussed the computer counter installation for additional computers.
- M. Demeulemessters suggested getting quotes from local manufactures such as Knowles Company.
- S. McCoy discussed signage quotes.
- M. Demeulemeester suggested paper signage.
- B. Sebrowski stated that we would like to maintain the professional look of the library.
- V. Michelle suggested that other quotes be obtained to make a comparison, as to whether this is a high end quote or not.
- T. Whitley volunteered to assist in seeking signage companies.
- S. McCoy presented a quote from TLN regarding a server quote and explained that our current server is dying.
- M. Demeulemeester inquired as to what a server is.
- B. Sebrowski defined the server and its function.
- A. River inquired if the server was secure.
- M. Demeulemeester inquired about investing in cloud services.
- B. Sebrowski explained the difference between cloud data management and on-site data management.

- V. Michelle expressed her concerns over the security of storing library information in a cloud.

Motion by B. Sebrowski to approve the purchase of a new server, through TLN, for the quoted price.

Supported by A. River.

Vote: Yes: Sebrowski, Mitchell, River, and Whitley
No: None

Motion carried (4-0)

8. Ongoing Business:

(a) Exam Proctoring Policy

- Library Director included a draft policy of proctoring exams and the mark-up changes were discussed.
- B. Sebrowski suggested adding a contact email address to the policy.
- A. River inquired if the City Attorney has reviewed the policy.
- S. McCoy stated that after the changes are agreed upon, then the attorney will review.

**Motion by A. River to approve the Exam Proctoring Policy with the listed above changes.
Supported by V. Mitchell.**

Vote: Yes: Sebrowski, Mitchell, River, Demeulemeester and Whitley
No: None

Motion carried (5-0)

(b) Privacy Act

- A. River read an insert from the Library Privacy Act 455 of 1982 section 397.607, section 2 regarding the release or disclosure of library records with a written consent and compared it to the current Library Privacy Act Policy and found discrepancies.
- M. Demeulemeester suggested updating the Library's Privacy Act policy and have the attorney review it.
- S. McCoy recommended making the suggested changes and present a draft back to the Library board.
- B. Sebrowski asked D. Janus if she had any comments regarding the current Library Privacy Act Policy.
- D. Janus asked A. River to clarify her interpretation of the current Library Privacy Act Policy.
- B. Sebrowski suggested that the Library Privacy Act Policy be updated.
- S. McCoy recommended adding in the Patriot Act as well when updating the Library Privacy Act.

9. New Business:

(b) Communications

- B. Sebrowski received a call from Michelle Watterworth of Plante & Moran regarding the 2012 audit procedure.
- V. Mitchell updated the board on the Director Evaluation Committee's progress and suggested revisions will be discussed at the April's meeting.

10. **Adjournment:**

Motion by A. River to adjourn the meeting.

Supported by M. Demeulemeester

Vote: Yes: Sebrowski, Mitchell, Demeulemeester, River, and Whitley

No: None

Motion carried (5-0)

There being no objections, the meeting was adjourned at 5:30 pm.

Submitted by:

S. McCoy, Library Director and D. Janus, Circulation Coordinator
on behalf of the Library Board Secretary, T. Whitley