



## Auburn Hills Public Library

APPROVED  
AUBURN HILLS PUBLIC LIBRARY  
MINUTES FOR May 22, 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, Nick Shone  
Absent: Mary Do Demeulemeester  
Also Present: Stephanie McCoy, Library Director  
Guests: 1
3. **Acceptance of the Agenda:**  
**Moved by Ms. Mitchell to accept the agenda as presented.**  
**Supported by Mr. Shone.**  
**Vote: Yes: Sebrowski, Mitchell, Whitley, River, Shone**  
**No: None** **Motion Carried (5-0)**
4. **Approval of Board minutes from April 24, 2012**  
Ms. River requested the times of the regular meeting and executive session be corrected.  
**Moved by Ms. River to approve the minutes of April 24, 2012 as amended.**  
**Supported by Ms. Mitchell.**  
**Vote: Yes: Sebrowski, Mitchell, Whitley, River, Shone**  
**No: None** **Motion Carried (5-0)**
5. **Financial Officer's Report:**  
Mr. Sebrowski reported as of April 30, 2012, total assets are \$1,496,885; total liabilities \$155,936; total fund balance \$1,340,949; total liabilities and fund balance \$1,496,885. Total revenues YTD \$1,023,077; total expenditures YTD \$357,111; fund balance YTD \$1,340,949.
6. **Public Comments**  
President 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 comments were made.
7. **Library Director's Report:**

Ms. Whitley noted a typographical error in bullet point 3, the first sentence, '*recognize*' should be *recognizing*.

Mr. Sebrowski congratulated Ms. McCoy on her induction into the Noon Optimist Club.

Ms. McCoy noted the following:

- The annual Library Association Conference will be in November and held in Dearborn. We have an institute membership which allows more than one to attend and the cost would be the registration fee.
- The new server will be installed in June.
- The Library has a new computer page, Jordan, who is an Oakland University student. He will assist patrons with basic computer questions.
- She attended the Small & Rural Library Conference and found it very enlightening; it is the first time she has attended. Many libraries are district libraries and collect their millage in a different form.
- The number of libraries is predicted to increase in the future and partnering with school districts. This library could be partnered with quite a few school districts and would affect the current library policies.
- As far as she know the audit by Plante Moran has been completed.
- The staff appreciation dinner will be June 1<sup>st</sup> and all are invited.

Ms. Mitchell asked about the last report, a mention of State funding availability and if we took advantage of that. Ms. McCoy stated, no.

## 8. Ongoing Business

### (a) Exam Proctoring Policy

Ms. McCoy explained she spoke with the attorney and everything looked fine and was given the go ahead to proceed if there were no changes or corrections.

Mr. Sebrowski asked if there were any changes.

There were no changes or concerns from any Board Members.

**Mr. Sebrowski moved to approve the Exam Proctoring Policy as submitted by Director McCoy and approved by the City Attorney.**

**Supported by Ms. Whitley.**

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

**No: None**

**Motion Carried (5-0)**

### (b) Privacy Act Compliance Policy

Ms. McCoy stated this is the policy discussed in March, she wanted to focus on state and local government requests as well as federal authority. She also made sure all the statute numbers were correct.

Responding to Ms. River's concern regarding paragraph 2, Ms. McCoy said there is a form from the library network that can be downloaded which is a consent/waiver form for minor children and persons that may be incompetent.

Ms. McCoy agreed with Mr. Sebrowski and will submit this policy along with the consent/waiver form to the attorney for review.

**(c) Personnel Policies**

Ms. McCoy stated she wanted to start with just the two items as opposed to it being overwhelming and tackle too many topics at one time.

**(1) Introduction:**

First Ms. McCoy asked Members if they preferred to be called City of Auburn Hills Public Library or Auburn Hills Public Library.

It was the general consensus to remain Auburn Hills Public Library.

Next she removed *City Manager* and replaced it with *Library Director*, removed *City* and replaced with *Library* and removed *department heads*.

Ms. Mitchell felt the first paragraph was appropriate for a city but not for a library and suggested either remove the paragraph or replace it with the Library's mission statement.

All agreed changing to the mission statement.

Ms. Mitchell asked why the sixth paragraph was removed, questioning why it wouldn't pertain to the library.

Mr. Sebrowski noted the library doesn't follow the City Charter and the City Manager doesn't oversee the library.

Ms. Mitchell understood the City Charter portion, but shouldn't the Library Director have the ability to accept modifications to the policy.

Mr. Sebrowski stated it would be the Library Board that would make changes to the policy.

It was decided to include the portion of the paragraph - *There may be times when policies will change before this material can be revised. Any modifications to these policies shall be in writing and signed by the Library Director.*

Ms. McCoy explained she is working with the Human Resources department to review the policy as well. One change that was suggested is to make the policy gender neutral and to change *his* to *his/her*.

Ms. McCoy confirmed that all employees have access to the share-drive as mentioned in the *Note* section on page 2.

**(2) 20-01 Employment Classification:**

Ms. McCoy noted here also she changed titles to reflect the library needs included *Library Director* in place of *City Manager*, *substitute* in place of *temporary*, and included *full-time* employees and *regular* part-time employees. She will also be removing '*City of*'. She used April 24, 2012 as the effective date and once approved will use that date as the adopted date.

**9. Evaluation Committee Update**

Ms. Mitchell presented the report she and Ms. River compiled regarding the evaluation process for the Library Director. There are five recommended modifications:

1. Review the AHPL Mission Statement
  - Determine if revisions or updates are required
  - Explore developing a Library vision Statement
  - Mission and Vision statement should also be used to establish annual goals for the Director.
2. Incorporate the establishment of the approaching year goals into the appraisal process
  - Goals should be specific, measurable, attainable, realistic, timely (SMART)
  - Metrics are a key enabler for this recommendation
3. Adjust appraisal timing to the second quarter
4. Allow the Library Director to complete a self appraisal. The appraisal should be discussed during the review meeting prior to evaluation.
5. Maintain the practice of each Trustee completing a rating of specific questions/attributes, however, review the current list and modify appropriately.
  - <http://extranet.winnefox.org/evaluations.html>

Non Appraisal Related Recommendations:

1. The committee does not endorse formally incorporating employee feedback into the appraisal process; however, there is strong support for periodically (suggest bi-annually) surveying employees regarding: library practices, procedures, needs, opportunities, etc. And sharing those results with the Trustees prior to the appraisal process, so that it may be appropriately included in the goal setting and feedback process. *Employees should have the option to complete the survey anonymously.*
  - Explore the use of Survey Monkey
2. Similar surveys could also be presented to library patrons, either via website or physical suggestion boxes.
3. The Committee recommended the Board review the results from the last five year strategic plan and update appropriately.

It was suggested that the rating be extended from 1 to 3 to possibly 1 to 5. With the 1 to 3 system, there isn't much wiggle room. Also, there should be a community involvement portion. Ms. Mitchell stated she would bring a copy back to the Board in a month or two.

**10. New Business**

**a) Rules of Order**

Ms. McCoy read the response to Roberts Rules of Order and asked if a draft of the rules should be written.

Mr. Sebowski-Sebrowski and Ms. Mitchell volunteered to write the rules of order and bring them to the next meeting.

**b) Communications**

**1) Public Comment Responses**

Responses were written and sent to Ms. Verbeke and Ms. Bolton regarding their questions about hiring practices, job duties and staff organization.

**2) Food and Drinks**

Ms. River highlighted a letter sent to her by a parent regarding food in the library; particularly for children. The library patron's child has a peanut allergy.

Ms. McCoy noted it is listed in the Code of Conduct which is posted. She suggested the possibility of posters and making announcements to alert parents of the hazards of bringing in food items.

It was suggested that this issue be included in the newsletter as well as on the website.

**3) Trustee Shone**

Mr. Shone submitted his letter of resignation with regret. He has enjoyed working with the Board members and Director, but working issues having created a conflict.

Mr. Sebrowski accepted Mr. Shone's resignation with regret, effective 6/30/12.

Supported by Ms. Whitley

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

**No: None**

**Motion Carried (5-0)**

Ms. McCoy stated she would post the vacancy and the term will run through 2013, when the vacancy will be put on the ballot.

It was suggested the vacancy be posted for 30 days, and the applicants submit a cover letter and a resume to the Director and be ready for review at the July meeting. The interviews can be done during a regular meeting, start a meeting early or hold a special meeting.

**Mr. Sebrowski moved to adjourn the meeting at 5:21 p.m.**

**Supported by Ms. River**

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

**No: None**

**Motion Carried (5-0)**

Respectfully Submitted,

Kathleen Novak