

Auburn Hills Public Library

APPROVED
AUBURN HILLS PUBLIC LIBRARY
MINUTES FOR October 2, 2012

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

1. **Call to Order:** President Sebrowski called the meeting to order at 5:05 p.m.

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

Absent: None

Also Present: Stephanie McCoy, Library Director

Guests: 0

3. **Acceptance of the Agenda:**

Moved by President Sebrowski to approve the agenda.

Supported by Ms. Mitchell.

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

No: None

Motion Carried (5-0)

4. **Approval of Board Minutes:**

a) **Special Meeting – August 28, 2012**

Moved by Ms. Mitchell to approve the special minutes of August 28, 2012 as submitted.

Supported by Ms. Whitley.

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

No: None

Motion Carried (5-0)

b) **Regular Board Meeting – August 28, 2012**

Moved by Ms. Mitchell to approve the regular minutes of August 28, 2012 as submitted.

Supported by Ms. River.

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

No: None

Motion Carried (5-0)

c) **Special Meeting – August 30, 2012**

Moved by Ms. Whitley to approve the special minutes of August 30, 2012 as submitted.

Supported by Ms. River

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

No: None

Motion Carried (5-0)

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

President Sebrowski reported that as of August 31, 2012 Total assets are \$1,232,089. Total liabilities are \$119,565. Total liabilities and fund balance is \$1,112,524. Total revenues YTD are \$1,159,490. Total expenditures YTD are \$721,949. Fund Balance YTD is \$1,112,524

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

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

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

- The Michigan Library Association will be held November 7-9, 2012, the Board and two staff will be attending.
- September 12, 2012, the Library Director attended the CIPA (Children's Internet Protection Act) workshop, featuring CIPA specialist Starr Garter. Auburn Hills Public Library must be CIPA compliant by June 30, 2013 to qualify for federal grant. The requirements are Technology

Protection Measures; Internet Safety Policy (adding filters); and Public Notice Hearing of Meeting.

- Teen Services Librarian Liz Waun wrote and received a community grant for \$4,000 from Best Buys Children's Foundation. The grant is awarded in partnership with the local Best Buy store to support programs that help youth excel in school, engage in their communities and develop life and leadership skills.

8. Ongoing Business:

(a) Board Rules of Order Document

President Sebrowski explained they are not yet ready.

(b) Personnel Policies:

(1) 30-04 Employee Probation Periods

Ms. McCoy noted the change on page 2, B. changing the language from 'demote the employee' to 'reassign the employee.'

Moved by President Sebrowski to approve the Personnel Policies 30-04, Employee Probation Periods.

Supported by Ms. Mitchell.

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

No: None

Motion Carried (5-0)

(2) 30-05 Employee Orientation and Training Policy

Ms. McCoy noted the changes she made including changing *department supervisor* to *Library Director*; adding to the first paragraph for the first day employment the *Library Director* or Human Resources Department shall schedule...; and a few clerical clean-up changes.

Moved by Ms. River to approve the Personnel Policies 30-05 Employee Orientation & Training Policy.

Supported by Ms. Whitley.

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

No: None

Motion Carried (5-0)

(3) Disciplinary Action Policy

Ms. McCoy stated she is continuing to work on this portion and will have it ready for the next meeting.

(c) Defined Benefit Pension

Ms. McCoy explained she had received a letter from the City's Attorney and he suggested a new motion

President Sebrowski brought Ms. Spurlin up-to-date on the situation, noting last year at the beginning of budget talks, it was determined the Library would need to make severe cuts. There were two full time employees that were eligible for retirement and they were offered an incentive package to retire. These two employees fell under the old defined benefit plan as opposed to the current defined contribution plan. It was suggested by the City to eliminate the defined benefit plan as a cost saving move; so the Library decided to take that advice. However, after the decision was made, it was never carried. The City is suggesting the motion made last year be rescinded and maintain the defined benefit plan for that employee.

At the last Library Board meeting it was suggested the one employee that did retire did so because the pension plan was being eliminated and if this change could have an effect on that decision. After reviewing the minutes from the meeting last year, it was determined the offer of an early retirement came before any decision to change the pension plans, and therefore would have no effect on the one employees' decision.

Ms. Mitchell agreed with the time of events as President Sebrowski explained.

Moved by President Sebrowski recommended that the Library maintain the defined Benefit Plan for Linda Coleman and to credit service rendered between November 7, 2011 and the date of this

Motion towards her pension under the current defined benefit plan.

Supported by Ms. River.

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

No: None

Motion Carried (5-0)

(d) Budget

Ms. McCoy presented the proposed 2013 budget noting the revenues continue to decline; the shortage is \$64,000 less than in 2011. One full time employee resigned in 2012 and she was replaced with two part-time employees which was a savings. It is suggested to freeze wages for 2013 and continue to cross train employees. Library hours were cut from 56 hours to 52 hours and it is recommended to continue with the same hours until revenues increase.

Ms. McCoy noted she intends to take a more hands-on approach in the day-to-day operations. She would like to possibly hire a part-time Public Services Librarian or Library Assistant in the future and to bring the Adult Department to the same level of programming as the Youth Department.

It is necessary to replace computers; the computers are four years behind schedule in their replacement cycle. Ms. McCoy recommended the purchase of 15-20 new computers and software, with an average cost of \$25,000.

Ms. McCoy expressed an interest in establishing a Staff Recognition program; the staff should be recognized for their hard work with a plaque or certificate. She would also like to offer an annual 'In Service Day' for staff to promote professional development.

Ms. McCoy noted she met with City Manager Auger and the building rent will not be increased for 2013; however, he wants to start negotiating a new contract.

Operating expenses increased due to the cost of security cases; thefts have been up this year and some precautions are being taken are to keep the games and audio books secured by purchasing locking cases.

Fundraising team is ready to go, the local Optimist Clubs and the Rotary, are all behind supporting the Library. She has met with the local newspaper and was told to let the paper know when the Library is ready and the paper will do an article promoting the services the Library has to offer.

As suggested by Plante Moran, she prepared a projected budget extending through 2017, highlighting a few of the line items. The salaries and wages portion reflect an increase starting 2014, with the hopes that Library hours will increase. The operating budget will be increasing over the next five years. She budgeted \$14,000 in 2013 for building additions and improvements; however, possibly in 2016 some of the space could be reconfigured for better use. Computer equipment and support is needed for the public, 15 to 20 computers should be replaced. It would be nice if more computers could be added for the children and youth, as well as few more computer stations along the wall where the file cabinets are.

Ms. Mitchell appreciated the budget outlook and suggested looking at what the City was proposing for the administrative staff salary increase and possibly do the same for the library employees. Another option might be a one-time bonus; she would like to show the employees that they are appreciated.

Ms. River agreed with some sort of salary increase; however, she would prefer it not be referred to as a bonus, but possibly a one-time, one-percent, increment for the employees.

President Sebrowski doesn't feel it is possible at this time, but to look at raises in the future.

Ms. Mitchell agreed, but feels wage increases should be seen somewhere in the five-year forecast.

President Sebrowski noted the projection out to 2017 is not being approved, only the 2013 budget.

This budget includes dipping into the fund balance in the amount of \$16,770.

President Sebrowski thanked Ms. McCoy for her budget report noting the preparation of this report included using new software and newly implemented rules accounting procedures.

President Sebrowski moved to approve the 2013 proposed budget for the Auburn Hills Public Library, with the change to line 942.000 Building Space Rent to \$27,000.

Supported by Ms. River.

Vote: Yes: Sebrovski, Mitchell, Whitley, River, Spurlin

No: None

Motion Carried (5-0)

(e) Performance Appraisal Committee Update – not available

(f) Lease Agreement and New Business Legal Counsel – Engagement Letter

Ms. McCoy stated she knows of this firm, Foster Swift and they are very good at representing libraries. The firm requires no retainer fee and the fees are listed in the letter.

Ms. Mitchell noted she doesn't know much about this and if the fees are reasonable, but she would like to have more than one quote so she can make an informed decision.

Ms. McCoy noted it is difficult to find an attorney in the area that does not work with the City in some capacity as to not have a conflict of interest. She will continue to look and bring back more information at the next meeting.

9. New Business

(a) Legal Counsel – Engagement Letter – see above

(b) Appointment of New Board Member - Term ends November 2017

Ms. Mitchell – Two very good candidates and appreciated them both coming back for a second interview, she still prefers Mr. McCallister. One – where he seems to be in this stage of his life and where the library can enhance services. One of the goals for 2013 is to enhance adult services. He also spoke of the different careers he has had, so he is one of those career transition people that there are so many of here in the community. He has a connection with Oakland University as well as with younger people. And he mentioned he would like O.U. to have a connection with this library more. Ms. Douglas is the better interviewer, but Mr. McCallister has more to bring to the Library. And also with the Board being mostly female, it would be more diversified having another male on board.

Ms. River – Agreed two very good candidates. Ms. Douglas is a very good interviewer and she also references school a lot; and after interviewing Mr. McCallister she felt that was an asset. Ms. Douglas has a good connection with the TIFA Board, strong ties in the community, her involvement with the Boys and Girls Club, involvement with O.U. After the last interview, she had some question as to how much time Mr. McCallister spent out in the community. She spends a lot of time in the community including the Summer Fest and she never recalled seeing him as he stated. She made some inquiries and is upset that he made some statements that were not factual, such as volunteering and the length of time he has participated. She doesn't feel comfortable appointing someone in that capacity.

Ms. River stated she also looks at body language and eye contact during the interviews and noticed much more openness and eye contact with Ms. Douglas and if you don't see that, someone must be hiding something. You have to be approachable and accessible, and that includes eye contact.

Ms. Whitley agreed eye contact is important and that was why she didn't choose Ms. Douglas at the previous meeting. During that interview Ms. Douglas looked only at two of the Board Members and never anyone else.

Ms. Whitley liked Mr. McCallister because of his diverse background with his employment, his international auto industry training, he works with autistic children and adults; he can be put in any situation in any kind of environment and just fit in. She isn't making any judgment in Mr. McCallister's claims of volunteering in the community.

Ms. Spurlin thought both candidates were very impressive. Her only concern with Ms. Douglas is when she does continue on with law school she will be incredibly busy. She noted Ms. Douglas is hoping to attend Wayne State, but more than likely she will be applying to other law schools as well, and they may not be as nearby. Ms. Douglas is already so active, will she have the time to commit to the Board. Also, another man on the Board may be beneficial.

President Sebrovski agreed they both are good candidates. Ms. Douglas interviews well and interviewing well crosses over in other aspects of communication. Ms. Douglas had a better grasp of

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the Library's priorities. He was impressed with the answer to Ms. River's question regarding how being involved in the community has added value to the quality of life in the community; the 5 k race she put together in her Grandmother's honor, supports the Boys and Girls Club, and she wants to continue giving back to this community. Yes she has a lot on her plate, as do many others; but who has a better understanding of how much is too much or too little, than one's self. He agrees with what Ms. Douglas stated that a younger perspective is needed on the Board, though having another male perspective would be okay too. He was more impressed with the answers Ms. Douglas gave than Mr. McCallister's.

Ms. Mitchell stated regarding the diversity of age is a very good asset; however, with Mr. McCallister being on the campus she doesn't think that will be missed, because he is engaging in classes with people of all ages but mostly younger. She was also impressed with Mr. McCallister's answer to question ten, when dealing with a disgruntled employee. He responded that he would listen, because sometimes that is all someone wants is to be heard. She feels that comes with a certain level of maturity. The other point he made was in a group setting in which he would like to bring a collaborative type approach and engage others that weren't actively participating in the conversation. She not only listened to the answers but examples of what they were sharing.

**Moved by Ms. River to appoint Reanna Douglas to the Library Board.
Supported by President Sebrowski.**

Ms. Whitley stated she would like more discussion, she believes Mr. McCallister is more patient and mature. She also didn't like Ms. Douglas' response to question 11 that she wasn't narcissistic, but she generally likes to take the leadership roles. Mr. McCallister stated he likes leadership roles, but he also knows when to step back and let someone else share in the leadership role. He can adapt and give everyone a chance.

What Ms. River took from Ms. Douglas regarding question 11, is that she is a leader. She was appointed to the TIFA Board and she stood back and worked with the group and in less than a year, she was appointed the Secretary; this show collaborative ability.

**Vote: Yes: Sebrowski, River, Spurlin
No: Mitchell, Whitley**

Motion Carried (3-2)

(c) Application for Library Board Appointment

Ms. McCoy stated she modeled an application from those the City uses. This application could be posted on line and anyone with any interest can download a copy and submit it. If there is Board opening, potential candidates could be pulled from the list of applications.

Ms. Mitchell liked the idea, but suggested *Place of Birth* and *Date of Birth* be removed from the application. She also suggested removing *Are you a citizen of the United States?* and replace with *Are you a registered voter?*

Most believed in order to vote you are a U.S. Citizen, Ms. River asked that the question be investigated.

Ms. McCoy will make the changes and bring back to the next meeting.

President Sebrowski asked Ms. McCoy check with other libraries and see what others use.

(d) Communications

There are no communications.

10. Adjournment:

**Moved by Ms. Mitchell to adjourn the meeting at 6:06 p.m.
Supported by Ms. Whitley.**

**Vote: Yes: Sebrowski, Mitchell, Whitley, River, Spurlin
No: None**

Motion Carried (5-0)

Respectively Submitted,
Kathleen Novak