

Auburn Hills Public Library Board of Trustees Regular Meeting

Approved

Monday, March 13, 2023 at 7 p.m.

Location: 3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466

1. Call to Order: President Miller calls the meeting to order at 7 p.m.

2. Roll Call: Present: Trustee Miller, Trustee Ahern, Trustee Fletcher, Trustee Reynolds, and Trustee Schie

Absent: Trustee Siepielski

Also present: Director Marble

Guests: Brian Castleberry

3. Approval of Draft Agenda:

Trustee Schie moves to approve the draft agenda and Trustee Ahern seconds.

VOTE: YES: Trustee Miller, Trustee Ahern, Trustee Fletcher, Trustee Reynolds, and Trustee Schie

NO: NONE

MOTION CARRIED: 5-0

4. Approval of Meeting Minutes:

Regular meeting minutes of Monday, February 13, 2023: Trustee Ahern moves to accept the minutes and Trustee Fletcher seconds.

VOTE: YES: Trustee Miller, Trustee Ahern, Trustee Fletcher, Trustee Reynolds, and Trustee Schie

NO: NONE

MOTION CARRIED: 5-0

5. Call to the Public: None

6. Financial Report: As of February 28, 2023, YTD Total Revenues: \$699,948.88; YTD Total Expenditures: \$320,197.40; YTD Total Net Revenue vs Expenditures \$379,751.48; Total Cutwater Investment \$776,251.08; Total Cash: \$1,177,251.85.

Cutwater December 2022 = 768,729.08

Cutwater February 2023 = 776,251.08

YTD Difference = 7,522.00

7. Reports:

- A. Director and Coordinator Reports: Director Marble reported that the ice storm of February 22nd forced the library to close early at 2p.m. The Library opened at noon on February 23rd to allow time for the roads to be cleared and the sidewalks around the Library to be cleared and salted.

- Director Marble and Christina attended the Senior Center Meals on Wheels program and delivered 14 meals to homebound residents on February 24th.
 - Director Marble attended the Noon Optimists club. There is also an upcoming book fair for Rogers elementary school.
 - Director Marble reported on the replacement for meeting tables and chairs. The old tables and chairs were donated to the school district for use in the Boys and Girls club after renovation.
 - Director Marble attended the City Safety meeting.
 - There were no viable candidates for the IT position job opening. The job was reposted as an employee (non-managerial position) with a closing date of Friday. Director Marble expects the position to be filled in April.
 - Director Marble reports that all security cameras have been installed. There was a problem with one of the network jacks but the vendor repaired the problem at no cost.
 - Director Marble noted that glass partitions have been added to the nonfiction area. Painting and glass frosting is expected in April.
 - Director Marble confirms that the city of A.H. returned the full-year lease payment, as reflected in the Treasurer report.
 - The 2022 Audit with Yeo and Yeo is in progress and they have been provided the initial tranche of information.
 - Director Marble reports that the elevator has a broken sensor. The city is repairing the elevator and called for service. ETA was March 13th. Otis Elevator is waiting on a replacement part.
- B. Friends of the Library report: The May book sale will be held on the 3rd through the 6th. The Friends are seeking book donations, especially romance fiction. They will again provide gift baskets in a silent auction, and are planning at least one Mother's Day basket.
- The Friends remind everyone that they will make house calls to accept and carry donated books.

8. Ongoing Business:

- A. Director Marble provided an update on the remodel of the Children's room. The project is on schedule. Library Design met with Director Marble, Christine, Erin and Candie to present their room layout. The working group agreed to some small changes to better accommodate seating areas. Library Design will make the changes and submit the final package. The prebid meeting is next week. Closing must be at the city clerk by March 27th by 2pm. The Board will receive the bids at the April meeting.
- B. Director Marble updated the Board on the rest of the renovation project. City policy requires that the carpet and moving costs be bid out. The Board will receive the bids at the April meeting.
- C. Director Marble received usage data from the Novi book kiosk. In 2022, just 1,009 items were checked out from the kiosk. Given the count, Trustee Reynolds suggests looking at the smaller lockers. Director Marble plans to use the new locker (to be installed on the new patio outside of his office) as a benchmark. Director Marble did not hear back on the Fire department on the Board's request to use their downtown location for the kiosk.
- D. Trustee Miller raised a review of policy 603. Trustee Schie states the Policy Committee met on March 13th and notes that one change was made. Trustee Fletcher asked a question about the

specificity of the bullet items and suggests one item be removed. Trustee Schie moves that the policy be accepted with the changes noted during the discussion. Trustee Ahern seconds.

VOTE: YES: Trustee Miller, Trustee Ahern, Trustee Fletcher, Trustee Reynolds, and Trustee Schie

NO: NONE

MOTION CARRIED: 5-0

New Business:

- A. Director Marble discussed historic staffing numbers for the Library, city growth (the population in A.H. is expected to double that of 2008 by 2030), and requests that a new full-time position be funded. This public-facing position would be focused on outreach to homebound residents, mailing materials to the public, and supporting the pop-up libraries. This position would report to Lindell and takes the percentage of the budget dedicated to staffing from 51% to 52%. Money will still flow to the fund balance, even with this change. Trustee Schie mentions this is one of the reasons that the residents approved the millage. Trustee Schie reviewed Policy 201, Recruitment, Promotion and Hiring and Policy 202, Internal Postings, and states that Board approval is not needed.
- B. Trustee Miller mentioned the 2022 By The Numbers summary provided in the Board packet and thanks Christina for her hard work. Open discussion about the numbers follows, with comments about the Computer Sessions decreasing year over year but Trustee Ahern stresses the importance of keeping the open computers.
- C. Trustee Ahern discussed the Summer 2023 Heritage In The Hills event, scheduled for June 26th at 2 p.m. Director Marble discusses Talking Book Service of Oakland County and funding cuts. Rochester Hills will continue for another 5 years but all the services are covered. Trustee Ahern invited Allison Kruse to speak at the Heritage event. The Friends will attend, and will provide a statement for the Heritage newsletter about collecting books and free pick-up services. Trustee Reynolds suggests inviting other Oakland county members.

9. Comments from the Board

- A. Trustee Miller raised a concern about groups, especially from outside of Auburn Hills, requesting that certain books be removed from the Library collection. Director Marble discussed Policy 421, Collection Development and explains there is a process to review requests to remove or reclassify books. He reminds the Board that the policy and submission form is available on the website.
- B. Trustee Miller recognized guest Brian Castleberry. Mr. Castleberry asked questions about Policy 421, the Library roadmap and objectives, and about an email contact for the Board.

10. Adjournment: President Miller adjourns the meeting at 7:50 p.m.