

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, August 14, 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 Ahern, Trustee Fletcher, Trustee Miller, Trustee Reynolds, Trustee Schie, and Trustee Siepielski.

Also present: Director Marble and Stenographer Larsen

Guests: 7

**3. Approval of Draft Agenda:**

President Miller asked that under new business an item be added to address a retirement card to Linda Tingley from the library board.

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

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

NO: NONE

MOTION CARRIED: 6-0

**4. Approval of Meeting Minutes:**

Trustee Reynolds moves to accept the minutes of the July 10, 2023, regular meeting minutes as presented and Trustee Siepielski seconds.

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

NO: NONE

MOTION CARRIED: 6-0

**5. Call to the Public:** Peton Nielsen from Envisionware presented on the 24/7 Locker System via Zoom. Lockers may be placed indoors or outdoors and provide 24-hour access to holds. Patrons may scan their library card or key in their number, and the appropriate locker will open to release their materials. Romeo District Library currently has a locker system in place and is looking to expand it because of heavy use.

**6. Financial Report:** As of July 31, 2023, YTD Total Revenues: \$2,181,930.71; YTD Total Expenditures: \$1,190,307.12; YTD Total Net Revenue vs Expenditures \$991,623.59; Total Cutwater Investment \$776,953.08; Total Cash: \$1,649,750.07. Cutwater January 2023 \$770,471.08; Cutwater July 2023 \$776,953.08; YTD Difference, \$6,482.00.

## 7. Reports:

- A. Director and Coordinator Reports: Director Marble reported that 12 new city employees recently visited the library and were offered library cards. The policy committee met and reviewed several policies. The finance committee will need to meet in September prior to the budget hearing. The personnel committee reviewed a policy to provide pro-rated holiday pay for part-time staff who work a minimum of 20 hours per week.

Some new glass doors have been installed in the building to increase visibility. The youth restroom project is in progress and will likely be completed by next month.

- B. Friends of the Library report: The Friends and the library are partnering to host a shred day on Saturday, August 19. The public is invited to donate cans of food which will be delivered to a local food pantry.

## 8. Old Business

- A. Project updates – Youth bathroom

The countertop has been installed and the fixtures are expected to be re-installed this week.

- B. Director search committee update – approve director job post

The director search committee presented the director job post for the board's review and approval. Trustee Reynolds asked that the first bullet point under Primary Duties and Responsibilities be revised to read as follows:

### Primary Duties and Responsibilities

- **Develops and recommends** ~~Recommends~~ plans for the Library's growth and means of implementation.

Trustee Schie asked that all lines end with periods for consistency.

Trustee Fletcher moves that the proposed library director job description be approved with the suggested corrections and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 6-0

- C. Update on possible library investment with Michigan CLASS

Trustee Reynolds reported that the finance committee will meet to discuss potential investments and bring a recommendation to the board.

## 9. New Business:

- A. Set finance committee pre-meeting date for September

The finance committee members asked Director Marble to propose meeting dates in late September.

B. September meeting to be held at Community Center

Director Marble reported that the September 11, 2023, regular meeting of the library board will be held at the Community Center because the lower level of the library will be closed for safety reasons while the renovation is taking place.

C. Review and approve resolution for 24/7 Locker System order

Trustee Ahern moves to approve the Envisionware Library Holds Locker system quite for \$25,450.00, and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 6-0

D. Approval of policies

- 211 Holiday pay (new)
- 603 General Fund Balance (new)
- 702 Search Warrants and Subpoenas
- 407 Patron Code of Conduct (review and approve additional bullet points)

Trustee Schie moves to approve Policy 211 Holiday Pay and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 6-0

Reynolds asked that the wording of Policy 603 be corrected to strike a typographical error as follows:

“The Library Board will ~~to~~ ensure judicious financial management...”

Trustee Fletcher moves to approve Policy 603 General Fund Balance as corrected and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 6-0

Trustee Reynolds moves to approve Policy 702 Search Warrants and Subpoenas and Trustee Siepielski seconds.

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

NO: NONE

MOTION CARRIED: 6-0

Trustee Ahern moves to approve Policy 407 Patron Code of Conduct and Trustee Fletcher seconds.

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

NO: NONE

MOTION CARRIED: 6-0

E. Retirement wishes for Linda Tingley

Trustee Miller offered to send a card to Linda Tingley on behalf of the entire library board, congratulating her on her retirement and thanking her for her years of faithful service to the library.

**10. Comments from the Board**

Trustee Ahern thanked the director and staff for her birthday card.

Trustee Ahern noted that the Royal Oak Public Library is introducing its own app and the service was publicized in the news.

**11 Adjournment:** President Miller adjourns the meeting at 8:02 p.m.