

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, December 11, 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 Borucki, Trustee Matthews, Trustee Miller, Trustee Reynolds, and Trustee Schie.

Also present: Director Marble and Stenographer Larsen

Guests: 2

**3. Approval of Draft Agenda:**

Trustee Ahern moves to approve the draft agenda as presented and Trustee Borucki seconds.

VOTE: YES: Trustee Ahern, Trustee Borucki, Trustee Matthews, Trustee Miller, Trustee Reynolds, and Trustee Schie.

NO: NONE

MOTION CARRIED: 6-0

**4. Approval of Meeting Minutes:**

Trustee Reynolds moves to accept the November 13, 2023, regular meeting minutes and November 1, 2023, special meeting minutes as presented and Trustee Ahern seconds.

VOTE: YES: Trustee Ahern, Trustee Matthews, Trustee Miller, Trustee Reynolds, and Trustee Schie.

NOT VOTING: Trustee Borucki

NO: NONE

MOTION CARRIED: 5-0

Trustee Reynolds moves to accept the November 13, 2023, closed session meeting minutes and Trustee Ahern seconds.

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

NOT VOTING: Trustee Borucki and Trustee Matthews

NO: NONE

MOTION CARRIED: 4-0

**5. Call to the Public:** No members of the public requested to be heard.

**6. Financial Report:** As of November 30, 2023, YTD Total Revenues: \$2,258,286.56; YTD Total Expenditures: \$2,053,946.02; YTD Total Net Revenue vs Expenditures \$204,340.54; Total Investment

BYN Mellon: \$785,674.08; Total Cash: \$600,383.28. BYN Mellon Investment January 2023 \$770,471.08; Investment October 2023 \$785,674.08; YTD Difference, \$15,203.00; MI Class Edge \$500,000.00.

## **7. Reports:**

- A. Director and Coordinator Reports: Director Marble reported that the new library director is scheduled to begin on January 2, 2024. She will spend a day training at the end of the month, and Director Marble is preparing a Director's Guide for her.

We have two new youth assistants starting this month.

New lights have been installed in the Tween and picture book areas. We are waiting for new lighting to be installed above the youth information desk. The cost of replacing lighting is borne by the city.

The new locker system has been installed but the kinks are being worked out before it opens to the public.

- B. Friends of the Library report: The Friends made \$2,382.32 at the November book sale. There will be a one-day sale on Saturday, December 16 with some holiday items. The hours will be from 12-4 p.m., coinciding with a library program.

## **8. Old Business**

- A. Welcome to the new library board members

President Miller extends a welcome to newly elected trustees Paul Borucki and Ian Matthews.

- B. Update on Library Director search

The offer extended to Kathleen Kwiatkowski was accepted, and she has completed her pre-employment testing and paperwork. Trustee Schie will now notify the unsuccessful candidates that the director selection process has been completed.

- C. Updated Policy Manual

Director Marble furnished an updated policy manual to all trustees.

## **9. New Business:**

- A. Election of officers for 2024

Trustee Miller nominates Trustee Ahern for President and Trustee Reynolds seconds. No other nominations for President were offered.

VOTE: YES: Trustee Ahern, Trustee Borucki, Trustee Matthews, Trustee Miller, Trustee Reynolds, and Trustee Schie.

NO: NONE

MOTION CARRIED: 6-0

President Ahern assumes the chair at 7:20 p.m.

Trustee Ahern nominates Trustee Miller for Vice-President and Trustee Reynolds seconds. No other nominations for Vice-President were offered.

VOTE: YES: Trustee Ahern, Trustee Borucki, Trustee Matthews, Trustee Miller, Trustee Reynolds, and Trustee Schie.

NO: NONE

MOTION CARRIED: 6-0

Trustee Miller nominates Trustee Reynolds for Treasurer/Financial Officer and Trustee Borucki seconds. No other nominations were offered for Treasurer/Financial Officer.

VOTE: YES: Trustee Ahern, Trustee Borucki, Trustee Matthews, Trustee Miller, Trustee Reynolds, and Trustee Schie.

NO: NONE

MOTION CARRIED: 6-0

Trustee Schie nominates Trustee Matthews for Secretary and Trustee Ahern seconds. No other nominations were offered for Secretary.

VOTE: YES: Trustee Ahern, Trustee Borucki, Trustee Matthews, Trustee Miller, Trustee Reynolds, and Trustee Schie.

NO: NONE

MOTION CARRIED: 6-0

**B. Appointments to Committees for 2024**

Trustees Ahern, Borucki, and Reynolds volunteer to serve on the Finance Committee.

Trustees Borucki, Miller, and Reynolds volunteer to serve on the Personnel Committee.

Trustees Ahern, Matthews, and Schie volunteer to serve on the Policy Committee.

**10. Comments from the Board**

Trustee Borucki asked the following questions regarding financial matters:

Trustee Borucki: What charges are made to the "Due to Taxpayers" account on the balance sheet?

Director Marble: This represents money refunded to taxpayers who dispute their property taxes and win a revision.

Trustee Borucki: What goes into Customer Deposits and Interest Payable?

Director Marble: That question should be asked of the city finance department. Trustee Reynolds said she will inquire of the city finance department about this item.

Trustee Borucki: On the Revenue and Expenditure Report, what revenues are classified under miscellaneous?

Director Marble: Revenue from the library's fax service, and other such items that do not have a separate classification fall under miscellaneous.

Trustee Borucki: How many hours a week must full-time employees work to be paid overtime?

Director Marble: The library's full-time employees do not receive overtime pay; they are all salary exempt.

Trustee Borucki: Which employees have benefits beyond statutory benefits?

Director Marble: Only full-time staff are eligible for these benefits.

Trustee Borucki: Are equipment purchases over \$5000 considered fixed assets?

Director Marble: The library follows the direction of the city's auditors on this.

Trustee Borucki: Is there an asset capitalization policy for the library?

Director Marble: No, we follow the city's process.

Trustee Borucki asked whether the board had a problem with him meeting with the city finance officer and the members responded that he should feel free to do so any time he needs information.

Trustee Miller announced a retirement party for Director Marble on December 15 at 5:30 p.m. Board members are invited to attend, as well as Friends of the Library. Trustees expressed their appreciation for Director Marble and his service to the library and the community.

Trustee Ahern mentioned that a very nice farewell letter from Director Marble appears in the current issue of the City of Auburn Hills magazine.

**11. Adjournment:** President Ahern adjourns the meeting at 7:42 p.m.