

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, February 12, 2024, at 7 p.m.

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

1. Call to Order: President Ahern 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 Kwiatkowski and Stenographer Larsen

Guests: 5

3. Approval of Draft Agenda:

Trustee Borucki moves to approve the draft agenda as presented and Trustee Schie 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 January 8, 2024, regular meeting minutes as presented and Trustee Schie seconds.

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

NO: NONE

MOTION CARRIED: 6-0

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

6. Financial Report: As of January 31, 2024, YTD Total Revenues: \$512,907.85; YTD Total Expenditures: \$141,077.43; YTD Total Net Revenue vs Expenditures \$371,830.42; Total Investment BYN Mellon: \$805,967.08; Total Cash: \$936,739.66. BYN Mellon Investment January 2023 \$770,471.08; Investment January 2024 \$805,967.08; YTD Difference, \$35,496.00; MI Class Edge November 2023: \$500,000; MI Class Edge January 2024: \$502,391.46; YTD Difference: \$2,391.46.

7. Reports:

- A. Director and Coordinator Reports: Director Kwiatkowski reported that Mary Northcott and Lissa Andrews have joined the youth department.

The library's branding guide has been updated and rolled out to the staff to ensure consistent messaging.

The 24/7 hold lockers are ready for patrons to use.

The library has procured a supply of COVID tests to distribute free to the public.

We have applied for a Michigan Notable Books Author Tour grant, and we should be notified by the end of February whether we have been selected.

Director Kwiatkowski has been exploring several different ways that the library can partner with community organizations.

During a building walk-through with DPW, several items of concern were identified. A boiler leak was discovered and repaired. An ongoing leak in the mechanical room has also been addressed.

Director Kwiatkowski completed the Pathway for New Directors in Michigan Public Libraries program with a perfect score.

We are still waiting for some pieces to finish the youth renovation.

- B. Friends of the Library report: The Friends annual meeting was held on February 9; the sitting board members were re-elected, and the budget was approved. The library's wish list for the first half of 2024 was also approved. A shred day was approved and will likely be held in August or September because the company is booked well in advance. The Friends will also be holding a food drive again this year.

8. Old Business

- A. Dutch doors

The dutch doors were sized incorrectly when they arrived and had to be cut by the contractor. Some of the veneer was chipped in the process and the carpet was damaged. The problems have been resolved and the project is now complete.

- B. Grand opening for youth department (during summer reading kickoff)

The grand opening of the youth department will be bundled with the summer reading kickoff on June 8.

9. New Business:

- A. New employee introductions

Director Kwiatkowski introduced Lissa Andrews, a new youth services assistant who joined the staff in December. She is planning to earn her MLIS and become a youth librarian.

- B. Review AHPL 2024 goals

Working from our existing strategic plan, Director Kwiatkowski and the staff have identified a list of goals for 2024. The goals include increased public participation in programs and services,

establishing new conduits for community outreach, improving new employee onboarding and increasing professional development opportunities, offering leadership training for department coordinators, and expanding and upgrading technology. Director Kwiatkowski will make the full list of goals available to the board members.

C. Chain of command

Director Kwiatkowski presented an updated chain of command for library operations.

D. Estimate for bathroom renovations

Northbound Contracting submitted a \$107,685.24 bid to include tile to the ceiling. A second bid for \$86,182.70 included tiling only part of the wall. Trustees agreed that the walls should be tiled to the ceiling.

Trustee Miller moves to approve the estimate of \$107,685.24 for bathroom renovations to include tile to the ceiling and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 6-0

E. Set policy committee meeting to review remote work policy

Director Kwiatkowski has drafted a remote work policy and would like to present it to the policy committee. The policy committee will meet on March 11 at 6:15 p.m.

10. Comments from the Board

President Ahern commented that the annual ice cream social at Heritage in the Hills is usually held in June, and asked Director Kwiatkowski whether she would be interested in continuing the outreach. Director Kwiatkowski agreed that the program should continue and will work with President Ahern to set a date for the program.

Trustee Matthews noted that he had recently toured the library's technology studio and was impressed by all the available tools.

Trustee Matthews noted that the Library of Michigan website hosts a recording of the class for new library trustees; it is available for viewing at any time. Director Kwiatkowski will send the link to all board members.

11. Adjournment: President Ahern adjourns the meeting at 7:52 p.m.