

Auburn Hills Public Library Board of Trustees Regular Meeting

UNAPPROVED MINUTES

Monday, April 8, 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 Miller, Trustee Reynolds, and Trustee Schie.

Absent: Trustee Matthews

Also present: Director Kwiatkowski and Stenographer Larsen

Guests: 5

3. Approval of Draft Agenda:

Trustee Miller moves to approve the draft agenda as amended and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 5-0

4. Approval of Meeting Minutes:

Trustee Schie moves to accept the March 11, 2024, regular meeting minutes as presented and Trustee Borucki seconds.

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

NO: NONE

MOTION CARRIED: 5-0

Trustee Borucki moves to accept the March 11, 2024, policy committee minutes as presented and Trustee Schie seconds.

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

NO: NONE

MOTION CARRIED: 5-0

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

6. Financial Report: As of March 31, 2024, YTD Total Revenues: \$1,842,354.50; YTD Total Expenditures: \$418,561.50; YTD Total Net Revenue vs Expenditures \$1,423,793.00; Total Investment BYN Mellon: \$808,989.08; Total Cash: \$1,946,087.14. BYN Mellon Investment March 2023: \$770,953.08; Investment March 2024: \$808,989.08; YTD Difference, \$38,036.00; MI Class Edge November 2023: \$500,000; MI Class Edge March 2024: \$505,229.65; YTD Difference: \$5,229.65.

7. Reports:

- A. Director and Coordinator Reports: Director Kwiatkowski reported that Kari Strum has begun her role as Community Engagement Librarian. IT Coordinator Jerrod MacPherson will be leaving us on April 10. Two of our librarians have earned professional certification.

The library's emergency manual is in the process of being updated. Director Kwiatkowski is also working on a FOIA policy and a staff code of conduct.

The youth shelving was manufactured incorrectly so we are awaiting shipment of the proper shelving.

A survey is live on our website to gather feedback for the website redesign.

- B. Friends of the Library report: The Friends are looking for nonfiction book donations for the May 16-18 sale. Discarded library fiction is on special during April for 25 cents each.

8. Old Business

- A. Heritage in the Hills Presentation

The Heritage in the Hills outreach presentation was advertised in the Heritage community newsletter. Director Kwiatkowski suggested that the presentation be shorter and supplemented with staff stationed around the room so that attendees could stroll from station to station and have more personalized, individual interactions with staff on topics of interest to them.

9. New Business:

- A. Dutton Farm

Director Kwiatkowski reported that special needs adults from Dutton Farm have been visiting the library, but without prior notice, the visits were sometimes conflicting with scheduled programming. We have coordinated with the staff at Dutton Farm to receive notice of their visits so that we can provide volunteer projects and enrichment opportunities for them.

- B. Proposed closed day off for staff in-service—October 14/November 11

Director Kwiatkowski requested a library closure for a staff in-service day. Trustees agreed to move the library board meeting to October 15, 2024, to accommodate a staff in-service day on October 14.

- C. Anti-hate statement

Director Kwiatkowski presented information on developing an anti-hate statement for the library and asked for board member input. President Ahern suggested that the policy committee meet to draft a statement to present to the board.

- D. 2024 Goals Update

Director Kwiatkowski reviewed the status of 2024 library goals. She demonstrated a staff onboarding process that she is developing using Beanstack.

E. 4th and 5th Grade Battle of the Books Presentation

Candie Carnahan presented an overview of the Battle of the Books Program. The program was started in 1996. It is a team activity to encourage students to read outside the classroom. The program has engaged 1,400 readers since 2014. In 2024, 54 fourth graders and 52 fifth graders participated. The Friends of the Library funds the program.

10. Comments from the Board

Trustee Schie commented that he recently visited three local libraries and found that the Auburn Hills Public Library staff is superior to those he encountered elsewhere.

Trustee Borucki asked whether the library earns interest on funds in the cash account. Director Kwiatkowski replied that interest is earned on the cash account.

Trustee Borucki asked whether the library board has the legal authority to invest that cash. Director Kwiatkowski has inquired of the auditors on that question. All library investments must be low-risk, so Director Kwiatkowski is working on drafting an investment policy.

Trustee Reynolds reported that her neighbors' guests recently visited the library and were impressed with all that AHPL offered.

11. Adjournment: President Ahern adjourns the meeting at 8:05 p.m.