

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, March 11, 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 Reynolds, and Trustee Schie.

Absent: Trustee Miller

Also present: Director Kwiatkowski and Stenographer Larsen

Guests: 3

3. Approval of Draft Agenda:

Director Kwiatkowski asked to add "TLN Check-it-Out" under New Business.

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

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

NO: NONE

MOTION CARRIED: 5-0

4. Approval of Meeting Minutes:

Trustee Schie moves to accept the February 12, 2024, regular meeting minutes as presented and Trustee Borucki seconds.

VOTE: YES: Trustee Ahern, Trustee Borucki, Trustee Matthews, 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 February 29, 2024, YTD Total Revenues: \$965,601.35; YTD Total Expenditures: \$262,322.56; YTD Total Net Revenue vs Expenditures \$703,278.79; Total Investment BYN Mellon: \$808,989.08; Total Cash: \$1,225,612.56. BYN Mellon Investment February 2023: \$776,251.08; Investment February 2024: \$808,989.08; YTD Difference, \$32,738; MI Class Edge November 2023: \$500,000; MI Class Edge February 2024: \$505,229.65; YTD Difference: \$5,229.65.

Trustee Borucki requested information on several aspects of the library's finances.

Trustee Borucki: What is the library fiscal year?

Director Kwiatkowski: January 1 to December 31

Trustee Borucki: How many hours must employees work to be considered full-time?

Director Kwiatkowski: 40 hours

Trustee Borucki: Can you please explain what are penal fines?

Director Kwiatkowski: Penal fines are paid once a year in August and are a payout to the library collected from civic fines such as traffic fines.

Trustee Borucki: Are Medical/Life/Dental benefits for full-time employees only?

Director Kwiatkowski: Yes

7. Reports:

- A. Director and Coordinator Reports: Director Kwiatkowski reported that Mary Northcott has resigned from the youth department. The vacancy will be handled by increasing hours of an existing youth assistant position. Kari Strum will assume the role of Community Engagement Librarian as of March 23, and Director Kwiatkowski will be her direct supervisor for the first six months while the outreach department is developed. We have an internal posting for a support services clerk to fill Kari's place in circulation.

We have negotiated a new copier contract which will save approximately \$400 per month, and we will be adding a sublimation printer.

We won a grant to host a 2024 Michigan Notable Books winner. The program will be held in June.

Director Kwiatkowski is rewriting job descriptions for accuracy, starting with coordinator positions.

Preparations are underway for the annual audit with Yeo & Yeo, which will take place in April.

A refresh of the library's website is in process. We are beginning with a user survey.

Director Kwiatkowski met with 10 staff members during the past month and set up some management training for coordinators through MBC Training.

Director Kwiatkowski attended a MI Virtual Director's meeting and TLN Social Work in Libraries webinar and completed the Advanced Directors Workshop Pathway with a perfect score.

The Envisionware Tablet has been installed.

Bids for the restrooms are expected by mid-March.

- B. Friends of the Library report: The Friends are accepting book donations for the May sale. The Friends will pick up large book donations if the donor is not able to bring them to the library. The Friends have donated approximately \$52,000 to the library over the past 10 years.

8. Old Business

A. Heritage in the Hills Presentation

The annual Heritage in the Hills outreach presentation will be held on Monday, June 17 at 2 p.m. President Ahern asked whether the Friends might be willing to pay for the refreshments for the program.

9. New Business:

A. 2023 Annual Report

Director Kwiatkowski reviewed the library's 2023 annual report.

B. *Detroit Free Press* "Michigan libraries lend more than books" article

Director Kwiatkowski noted that the *Detroit Free Press* article discusses some of the unique items that area public libraries lend. She also provided the board members with a list of "Library of Things" items circulated by AHPL.

C. Approval of Policy 423 Remote Work (New)

Director Kwiatkowski presented a new policy governing remote work by library staff.

Trustee Matthews moves to approve Policy 423 Remote Work as amended by the policy committee and Trustee Schie seconds.

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

NO: NONE

MOTION CARRIED: 5-0

D. TLN Check-it-Out

TLN has revamped its reciprocal borrowing policy and renamed it "Check-it-Out with TLN." AHPL will need to sign an updated agreement with TLN to continue participating in the program.

E. Race 200 Staff Presentation

Renee Holden and Amanda Parry reviewed the library's Race 200 program and described the progress and participation so far in 2024. Race 200 is designed to help adults experience more library programs and services and connect better with their community. It is a year-round program. We logged 5,555 books read during 2023. We have a goal to increase participation by 10 percent in 2024.

10. Comments from the Board

There were no comments from the board members.

11. Adjournment: President Ahern adjourns the meeting at 8:16 p.m.