

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, February 10, 2025, 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 7:06 p.m.

**2. Roll Call:** Present: Trustee Ahern, Trustee Aleck, Trustee Borucki, Trustee Matthews, Trustee Reynolds, and Trustee Schie.

Absent: None

Also present: Director Kwiatkowski and Stenographer Larsen

Guests: 6

**3. Approval of Draft Agenda:**

Director Kwiatkowski asks to amend the agenda to add item E under New Business to set a finance committee meeting:

9. New Business

E. Set finance committee meeting

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

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

NO: NONE

MOTION CARRIED: 6-0

**4. Approval of Meeting Minutes:**

a. Regular meeting minutes – Monday, January 13, 2025

Trustee Reynolds moves to approve the January 13, 2025, regular meeting minutes as presented and Trustee Borucki seconds.

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

NO: NONE

MOTION CARRIED: 6-0

b. Finance Committee minutes – Monday, January 13, 2025

Trustee Borucki moves to accept the January 13, 2025, Policy Committee minutes as presented and Trustee Schie seconds.

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

NO: NONE

MOTION CARRIED: 6-0

## **5. Call to the Public:**

Guest: Kim Goodrich, who recently joined the staff as Teen & Adult Services Librarian introduced herself to the board.

Guests: Noelle Ulicny and Dave Gerlach from the Macomb-Gerlach Agency introduced themselves to the board and answered questions about the library's liability insurance coverage.

**6. Financial Report:** Financial Officer Borucki presented the revenue and expenditure numbers and BYN Mellon and MI Class Edge investment results through January 31, 2025. As of January 31, 2025, YTD Total Revenues: \$545,312.57; YTD Total Expenditures: \$241,616.85; YTD Total Net Revenue vs Expenditures \$303,695.72; Total Investment BYN Mellon: \$838,944.08; Total Cash: \$1,208,535.01. BYN Mellon Investment January 31, 2024: \$808,989.08; Investment January 31, 2025: \$838,944.08; YTD Difference, \$29,955.00; MI Class Edge January 31, 2024: \$507,564.30; MI Class Edge January 31, 2025: \$532,223.87; YTD Difference: \$24,659.57.

Financial Officer Borucki reported that he and Director Kwiatkowski had requested a couple of changes/corrections be made to the wording of the Yeo & Yeo engagement letter for the annual audit. Director Kwiatkowski reported that Yeo & Yeo made the requested changes and the engagement letter has been signed.

## **7. Reports:**

- A. Director Report: Director Kwiatkowski reported that Lindsey Ellison has been promoted to Information Services Coordinator. The library is in the process of hiring a librarian and an administrative assistant.

The restroom renovation has been completed.

TLN recently updated our AT&T fiber connection to the internet.

The library received a \$3,000 donation from a patron.

Director Kwiatkowski has launched a staff appreciation program with assistance from the Friends of the Library.

The library has purchased Michigan Library Association (MLA) memberships for librarians and supervisors.

Director Kwiatkowski met with Library Design to discuss a refresh of one of the staff offices.

Director Kwiatkowski met with Fast Forward Libraries to create a draft timeline for the strategic planning process.

The library's new website launched on February 5.

B. Friends of the Library

The annual meeting will be held February 13 at 10 a.m. Officers will be elected and the budget will be adopted.

C. Committee Reports

Trustee Borucki reported that the finance committee reviewed the Yeo & Yeo engagement letter.

**8. Old Business:**

A. Bathroom Renovation

Director Kwiatkowski reported that project has been completed.

B. Strategic Plan

A workgroup has been established with representatives of the board and staff. The kick-off meeting will be held on February 11. A board retreat session will be held in May or June. Director Kwiatkowski estimates that the process will conclude in August or September.

C. Liability insurance

Trustees discussed the possibility of purchasing an umbrella policy.

Trustee Borucki moves to purchase a \$1 million umbrella policy for a one-year term, at a cost of \$666.60, and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 6-0

D. Earned Sick Time Act (ESTA)

On February 21, library staff will begin accruing earned sick time in compliance with the new law.

**9. New Business:**

A. New website

IT Coordinator Amanda Parry demonstrated the library's new website, which launched on February 5. Board members expressed their appreciation for the new look and functionality.

B. Trustee email addresses

IT Coordinator Amanda Parry reviewed the options for trustee email addresses. Trustees provided their feedback and preferences for setting up trustee email accounts on the library's system.

C. Checks over \$10k

The city has requested that in the event that the library director requests a check for more than \$10,000, a library board member be copied on the email and communicate authorization for the check.

D. Set policy committee meeting

The policy committee agreed to meet at 6:00 p.m. on Monday, March 10, 2025.

E. Set finance committee meeting

The finance committee agreed to meet at 6:30 p.m. on Monday, March 10, 2025.

**10. Comments from the Board:**

There were no further comments from the board.

**11. Adjournment:**

President Ahern adjourned the meeting at 8:53 p.m.