

Auburn Hills Public Library Board of Trustees Regular Meeting

UNAPPROVED MINUTES

Monday, June 9, 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 7:00 p.m.

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

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 2

3. Approval of Draft Agenda:

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

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

NO: NONE

MOTION CARRIED: 6 - 0

4. Approval of Meeting Minutes:

a. Regular meeting minutes – Monday, May 12, 2025

Trustee Borucki moves to approve the May 12, 2025 regular meeting minutes as presented and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

b. Finance committee minutes – Monday, May 12, 2025

Trustee Reynolds moves to accept the May 12, 2025, Finance Committee meeting minutes and Trustee Borucki seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

5. Call to the Public:

a. Guest: Kellen Riker from Yeo & Yeo presented on the 2024 financial audit.

Referring to the printed audit, Kellen Riker, CPA reported a clean audit and summarized the report.

Trustee Matthews inquired if Yeo & Yeo conducts audits for other municipalities and they do. Trustee Matthews asked where AHPL ranks in comparison. Each entity has a defined set of goals and based on AHPL goals, the position is solid and stable. Director Kwiatkowski commented that we have a healthy fund balance to last us for a year should something catastrophic occur. This fund balance can be allocated for various expenditures as the board sees fit. Kellen stated Director Kwiatkowski was very prepared for the audit, and the Board thanked him and his team for a detailed presentation.

The audit summary will be posted on the AHPL website for public viewing.

No members of the public requested to be heard.

6. Financial Report: Financial Officer Borucki reviewed revenue and expenditure numbers and BNY Mellon and MI Class Edge Investment results through May 31, 2025. As of May 31, 2025, YTD Total Revenues: \$1,853,610.07; YTD Total Expenditures: \$802,395.95; YTD Total Net Revenue vs Expenditures \$1,051,214.12; Total Investment BNY Mellon: \$861,223.08; Total Cash: \$2,001,800.33; BNY Mellon Investment May 31, 2024: \$812,150.08; Investment May 31, 2025: \$861,223.08; YTD Difference, \$49,073.00; MI Class Edge May 31, 2024: \$516,142.82; MI Class Edge May 31, 2025: \$541,060.08; YTD Difference: \$24,917.26.

Trustee Borucki highlighted that in the Revenue and Expenditure Report, the line item for Computer Equip. & Support did not add up correctly. Director Kwiatkowski has made an inquiry and is awaiting a response.

Trustee Reynolds motioned that the Financial Report be accepted into the minutes and Trustee Borucki seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

7. Reports:

A. Director Report: Director Kwiatkowski reported on the following:

- a. Staffing updates
 - i. Head of Youth Services starts Monday, June 9
 - ii. Several staff received title changes and wage adjustments starting May 17
- b. Building & Facilities
 - i. Library carpet cleaned on June 1
 - ii. City installed new outlet for staff news monitor
 - iii. DPW working on timeline for pond dredging
- c. Programs, Events & General
 - i. Received numerous donations from community businesses for our Summer Reading Program
 - ii. New postage meter streamlines mailing process, reducing staff visits to post office
 - iii. Welcome and information slides created for new hires to help them prepare for their first day
 - iv. After trialing different password databases, the IT and staff consensus was Bitwarden, migration from our obsolete database is underway

- v. Installed new interactive news monitor providing staff with central location for important Library updates
 - d. Community Engagement and Outreach
 - i. Royal Oak Public Library visitors toured our Library of Things
 - ii. Library staff met with Community Center staff to discuss fall programming and align efforts
 - iii. Library staff met with Studio Muse art studio to partner to support Art in the Hills
 - iv. Youth staff visited schools to promote Summer Reading Program
 - e. Meeting and Planning
 - i. All staff quarterly meeting held
 - ii. Leadership team met with Fast Forward Libraries to review strategic capacity assessment
 - iii. Summer Reading Program launches June 14, theme “Color Our World”
 - iv. Director Kwiatkowski attended a Detroit Suburban Librarians Roundtable meeting, major topic covered was staff pay
 - f. Department Highlights for Adult and Youth were shared
- B. Friends of the Library
 - a. The May Book Sale event was very successful with approximately \$2,400.00 raised and 450 people attended.
 - b. The Friends meetings are on pause for the summer but are in the library on Thursdays processing donations. The Board expressed thanks to all organizers, participants, and volunteers.

8. Old Business:

A. Strategic Plan

Director Kwiatkowski received the first draft copy of the Learning Report from Fast Forward Libraries. The June 11th work group will review the findings and plan the staff retreat scheduled for June 27 and the board retreat scheduled for June 28.

9. New Business:

A. IMLS Update

Attorneys General in 21 states filed a lawsuit on the federal administration’s dismantling of the IMLS. As a result, the administration has restored the staff and some of the grants. However, the 2026 Federal budget includes the elimination of federal funding for the IMLS.

Director Kwiatkowski will attend the Library of Michigan meeting on June 13th and may get an update on the efforts of the Michigan State government’s efforts to fill in a funding gap.

10. Comments from the Board: no comments

11. Adjournment:

President Ahern adjourned the meeting at 7:41 pm