

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, July 14, 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 Schie moves to approve the draft agenda as presented and Trustee Matthews 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, June 9, 2025

Trustee Borucki moves to approve the June 9, 2025 regular meeting minutes as presented and Trustee Aleck seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

b. Special meeting minutes – Saturday, June 28, 2025

Trustee Matthews moves to accept the June 28, 2025 special meeting minutes as presented and Trustee Ahern 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:

No members of the public requested to be heard.

6. Financial Report:

Financial Officer Borucki identified a mathematical error in the financial statement for account 985 Computer Equip. & Support which he brought to Director Kwiatkowski's attention. Upon investigation, the issue was identified as a double coding error and was corrected. With this correction, Trustee Borucki recommended that the corrected June 2025 statement be accepted by the Board of Trustees.

Statement was accepted.

Trustee Borucki reviewed revenue and expenditure numbers and BNY Mellon and MI Class Edge Investment results through June 30, 2025. As of June 30, 2025, YTD Total Revenues: \$2,488,229.05; YTD Total Expenditures: \$940,679.60; YTD Total Net Revenue vs Expenditures \$1,547,549.45; Total Investment BNY Mellon: \$859,748.08; Total Cash: \$2,492,874.25; BNY Mellon Investment June 30, 2024: \$817,297.08; Investment June 30, 2025: \$859,748.08; YTD Difference, \$42,451.00; MI Class Edge June 30, 2024: \$518,393.48; MI Class Edge June 30, 2025: \$542,486.33; YTD Difference: \$24,092.85.

7. Reports:

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

- a. Staffing updates
 - i. All staff issued badges to ensure access to needed library areas
 - ii. Alarm codes assigned to individuals
 - iii. Head of Youth completing first month
 - iv. Two part time staff members on leave until Fall
- b. Building & Facilities
 - i. Office renovations in Adult and Circulation areas provided an opportunity to relocate Head of Support Services closer to the circulation desk to support staff and address common patron concerns
 - ii. DPW working on a timeline for pond dredging
- c. General
 - i. Strategic plan staff retreat on Friday, June 27, 2025
 - ii. Steady growth in Adult and Youth volunteer programs due to the direction of two staff members
 - iii. Summer Reading Kick-Off huge success with other departments involved in planning process and age groups involved in the challenges, will continue this moving forward
 - iv. Second notary added to our services
- d. Community Engagement and Outreach
 - i. Library presence and creative activity at downtown Summerfest event
 - ii. Library card design contest is open to Auburn Hills residents in three age groups (youth, teen, adult)
 - iii. Library launched weekly interactive, passive "Would You Rather" program
 - iv. Community sticker project to create large picture image
- e. Professional Development
 - i. Staff attended fire extinguisher training with Fire Inspector Jon Toss
 - ii. Staff attended training on how to handle challenging patron situations presented by two social workers from the Oakland Community Health Network who work at the city

- iii. Both IT Specialists (Zack and Adelaida) attended the Merit Conference in Plymouth
 - iv. Kathleen attended the annual TLN meeting and luncheon with the main presentation about Ferndale Public Library's new classification system
 - v. Director Kwiatkowski attended two webinars: Back to Basics FOIA and Youth Employment Standards Act
 - f. Meetings and Planning
 - i. Director Kwiatkowski attended MiNDS (Michigan New Director Support) meeting and a Library of Michigan Director meeting. Presently the state's budget does not plan to increase funding to libraries to cover the potential loss of IMLS funding.
 - ii. IMLS update: staff have been called back to work but are idle. MeLCat and MeL databases are funded through September 30, 2026, but there is no information yet on what will happen beyond that.
 - iii. Staff attended another skip-level meeting with no feedback to act on. New department reps will have opportunity to volunteer later this summer
 - iv. Admin Assistant Susan B attended City Safety Committee Meeting, no library incidents reported
 - g. Highlights for Adult and Youth Departments were shared as outlined in the meeting packet
 - h. Review of the monthly statistics as outlined in the meeting packet
- B. Friends of the Library
- a. The Friends are continuing to process books
 - b. Next sale is in November 2025
 - c. The special this month is beach reads

8. Old Business:

- A. Pond dredging
- a. Director Kwiatkowski reported that Tim Wissner, Manager of Municipal Properties, was on site at the library with the architects who are still working on a timeline.
 - b. At Tim's recommendation, Director Kwiatkowski reflected the cost of pouring the patio and fencing in next year's budget.
- B. Strategic Plan
- a. The strategic planning workgroup will meet virtually on Wednesday, July 16th from 11:30am – 1pm to review the draft of the strategic plan outline.
 - b. Director Kwiatkowski invited the Board to comment on how they think the process is going and to update Trustee Borucki about what happened. The Board stated it was a positive meeting resulting in good suggestions. They appreciated Trustee Borucki's input that he provided in advance since he could not attend the meeting. The Board started refining the Library's Mission and Vision statements and felt like the consultant **did a good job.**
 - c. The Library staff and Board separately identified their top three areas of focus (building, community engagement, staff), and both groups aligned independently.

9. New Business:

- A. Set finance committee meeting - draft budget
 - a. The finance committee will meet on Monday, August 11 at 6:00 p.m.
- B. Set personnel committee meeting – Director’s review
 - a. Personnel committee meeting will meet on Monday, July 28 at 4:00 p.m.

10. Comments from the Board:

Trustee Schie asked President Ahern about any future candidates who applied for the two upcoming board vacancies.

Two people have applied. The application deadline is July 22 at 4 p.m.

11. Adjournment:

President Ahern adjourned the meeting at 7:35 pm.