

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, August 11, 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 Schie, and Trustee Aleck

Absent: Trustee Reynolds

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 1

**3. Approval of Draft Agenda:**

Director Kwiatkowski amends the draft agenda by adding staff bathroom renovation under new business.

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

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

NO: NONE

MOTION CARRIED: 5 - 0

**4. Approval of Meeting Minutes:**

a. Regular meeting minutes – Monday, July 14, 2025

Trustee Borucki amends meeting minutes:

- Page 5 point 6 to add a sentence “Statement was accepted” at the end of the first paragraph of the Financial Report.
- Page 6 under 8 Old Business B. Strategic Plan point b to complete last sentence by adding “did a good job.”

Trustee Schie notices and amends current meeting agenda Page 2 point 4 Approval of Meeting Minutes

a. Regular Meeting Minutes – ~~June 9, 2025~~ corrected to **July 14, 2025**

Trustee Matthews moves to approve the July 14, 2025 regular meeting minutes as amended and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

b. Personnel committee minutes – Monday, July 28, 2025

Trustee Borucki moves to accept the July 28, 2025 personnel committee meeting minutes as presented and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

**5. Call to the Public:**

a. Guest: Amanda Standerfer from Fast Forward Libraries presented virtually from Chicago on the Library's strategic plan included in the packet.

The new Library purpose statement is Connect. Create. Empower. These words encompass the Library's three strategic directions:

- connect and engage the community
- create library spaces that welcome and inspire
- empower library staff and board members

The Board feels like the purpose statement represents our strategy very well and aligns with the 2026 budget proposal.

The next steps in the strategic plan are Implementation and Evaluation which involve:

- Activity Plan
- Evaluation Framework
- Reporting

The Board complimented and thanked Amanda for her help and presentation.

b. Guest: New staff member introduction, Mary Cowles (Head of Youth Services) shared her experience as an AHPL intern and had very positive experience. She is pleased to return in this new capacity and to continue fostering what Director Kwiatkowski, Assistant Director Bowers and the team have created.

The board welcomed Mary back, appreciated her introduction and invited her to stay.

**6. Financial Report:**

Trustee Borucki reported that account 991.062 appears that there was no lease payment in July however, the City Finance department is a bit behind in work.

Trustee Borucki reviewed revenue and expenditure numbers and BNY Mellon and MI Class Edge Investment results through July 31, 2025. As of July 31, 2025, YTD Total Revenues: \$2,276,980.78; YTD Total Expenditures: \$1,143,480.36; YTD Total Net Revenue vs Expenditures \$1,133,500.42; Total Investment BNY Mellon: \$865,013.08; Total Cash: \$2,072,178.86; BNY Mellon Investment July 31, 2024: \$828,148.08; Investment July 31, 2025: \$865,013.08; YTD Difference, \$36,865.00; MI Class Edge July 31, 2024: \$521,253.69; MI Class Edge July 31, 2025: \$542,486.33; YTD Difference: \$21,232.64.

Trustee Borucki recommends the board accept the monthly financial report as presented. It was accepted by the board.

## 7. Reports:

- A. Director Report: Director Kwiatkowski reported on the following:
  - a. Staffing updates
    - i. In process of hiring a substitute librarian to work primarily nights and weekends and will be trained to cover both reference desks
    - ii. Substitute librarians are now required to work at least one shift per month to stay on payroll
  - b. Building & Facilities
    - i. Pond dredging is underway and should take only a few weeks.
    - ii. The City is getting a quote to pour the concrete patio which will run the entire length of the youth department. It will also connect to the small patio outside of the community room and storm door by the youth activity room.
    - iii. DPW sprayed for poison ivy which is growing in several places around the library trail.
    - iv. The City is getting a quote to replace some or all of the curbs in our parking lots in 2026.
  - c. General
    - i. Summer Reading totals for adult, teen and youth registrations reviewed
    - ii. End of summer party was on Saturday, August 9 – ice cream truck and carnival games
    - iii. Costco donated \$215 to use towards our end party
  - d. Community Engagement and Outreach
    - i. Library card design contest closed on August 1<sup>st</sup> with 24 submissions. The winning art will be featured on limited-edition library cards in September for National Library Card Sign-Up month. The Board is invited to vote for the card.
    - ii. The weekly interactive, passive “Would You Rather” program continues to gain popularity with just over 900 weekly participants
    - iii. An exciting Library program engaged all ages celebrated Shark Week from July 7 – 12 largely spearheaded by Jess (Adult Librarian). In partnership with SEA LIFE Aquarium, we hosted a “Vote for Your Favorite Shark” contest, scavenger hunt, screened a documentary *Sharks of Hawaii*, and offered shark themed trivia and activities for children to enjoy.
    - iv. Michigan eLibrary is celebrating 20 years and Mittens, the MeLCat mascot is traveling between libraries spreading awareness of the MeL resources and services.
  - e. Professional Development
    - i. Staff were given the opportunity to learn how to use the Library’s sublimation printer and create a custom AHPL mug. This is also an effort to be more eco-friendly and reduce the number of single-use cups used.
    - ii. Lindsey (Head of Adult Services) signed up for the Public Library Management self-guided course through the University of Michigan, a class for new library managers.
    - iii. Director Kwiatkowski attended a Back to Basics: OMA webinar
  - f. Meetings and Planning
    - i. Director Kwiatkowski met with Library Design Associates to gather preliminary budget estimates for renovation projects for three kitchenettes, reorganizing new book display and redesigning the print/scan/fax station.

- ii. Library directors from West Bloomfield, Clarkston and Marshall along with Director Kwiatkowski met to revise the Financial Management Guide for the Library of Michigan.
    - iii. The strategic planning workgroup met on July 16 to review the Fast Forward Libraries outline.
    - iv. Director Kwiatkowski met with a recommended CPA to discuss services.
    - v. Assistant Director Bowers joined Director Kwiatkowski at the new Auburn Hills square to look at potential furniture ideas for the Library's patio.
    - vi. Director Kwiatkowski attended a TLN Directors' Meeting and MI Library Directors virtual meeting to discuss MAP transportation program, IMLS funding and state aid and penal fine payments.
    - vii. Admin Assistant Susan B attended City Safety Committee Meeting, no library incidents reported and is working on the emergency manual project with the City to see how some of their processes can be applied to the library since it is on the same campus.
  - 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
  - i. Pond dredging details were reviewed as outlined in the meeting packet
- B. Friends of the Library
- a. The Friends are continuing to process books weekly
  - b. The special this month is "back to school"
- C. Committee Reports
- a. Personnel – Trustee Borucki reported that the committee reviewed material for Director's review and condensed 4 evaluation forms down to 3.
  - b. Finance – Trustee Borucki reported that the committee is very comfortable with the proposed 2026 budget with only one minor change. They will be looking at the Board's approval in the October Board Meeting. The Board expressed appreciation for Director Kwiatkowski's detailed efforts in compiling the proposed budget.

## **8. Old Business:**

- A. Pond dredging
  - a. The project commenced on Monday, August 4 and will take 2 – 3 weeks to complete
  - b. OHM meeting notes and map are included in the packet
- B. Director Review
  - a. Staff evaluation forms to review director were modified and consolidated and shared with the Board. The form will be distributed based on the Personnel Committee timeline.

## **9. New Business:**

- A. Director to attend MLA – Director Kwiatkowski outlined purpose and expenses for this conference.

Trustee Borucki motioned that the Director attend MLA as presented and Trustee Matthews seconded.

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

NO: NONE

MOTION CARRIED: 5 - 0

**B. Strategic Plan approval**

Trustee Borucki motioned that the Strategic Plan be approved as presented and Trustee Ahern seconded.

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

NO: NONE

MOTION CARRIED: 5 - 0

C. Schedule Policy Committee meeting – the meeting is scheduled for 6:15 pm prior to the next board meeting on Monday, September 8, 2025.

D. Staff Bathroom Renovation – the Finance Committee recommends this renovation reallocating funds from the digital sign to this project using Northbound Contracting as a preferred vendor waiving the option to bid.

Trustee Matthews motions utilizing Northbound Contracting as a preferred source for bathroom renovations and Trustee Borucki seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

Trustee Matthews motions reallocating funds from the digital sign to the bid to upgrade the staff bathroom by Northbound Contracting and Trustee Ahern seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

**10. Comments from the Board:**

The consolidated and revised evaluation forms for the Director review were presented by Trustee Borucki which included that the communication section be more specific, added two questions and the same survey will go to all staff.

The Board thanked the Personnel committee for their work.

Trustee Borucki inquired about how many trustee applications were received and Director Kwiatkowski replied 5.

**11. Adjournment:**

President Ahern adjourned the meeting at 8:11 pm.