

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MINUTES

Monday, September 8, 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 Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, and Trustee Aleck

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 4

**3. Approval of Draft Agenda:**

Director Kwiatkowski amends the draft agenda by adding a new business item to schedule a Finance Committee Meeting.

Trustee Matthews amends the draft agenda by adding a Policy Committee Meeting to new business.

Trustee Schie moves to approve the draft agenda as amended 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

**4. Approval of Meeting Minutes:**

a. Regular meeting minutes – Monday, August 11, 2025

Trustee Borucki moves to approve the August 11, 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. Finance committee minutes – Monday, August 11, 2025

Trustee Matthews moves to accept the August 11, 2025, finance committee 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:** the Board welcomed the public as present. There were no requests to be heard.

**6. Financial Report:**

Trustee Borucki reviewed accounts 991 and 994 related to the lease. These accounts do not appear to show eight months of prorated activity and the statements are not as accurate as they could be. There is a question whether the City treasurer is behind on posting. Director Kwiatkowski reached out to the City and awaits response. Typically, payment is taken out every month, however historically, payments have been taken out sporadically or all at once.

Trustee Borucki reviewed revenue and expenditure numbers and BNY Mellon and MI Class Edge Investment results through August 31, 2025. As of August 31, 2025, YTD Total Revenues: \$2,248,124.44; YTD Total Expenditures: \$1,296,204.09; YTD Total Net Revenue vs Expenditures \$1,192,920.35; Total Investment BYN Mellon: \$865,091.08; Total Cash: \$2,022,071.52; BYN Mellon Investment August 31, 2024: \$835,237.08; Investment August 31, 2025: \$865,091.08; YTD Difference, \$29,854.00; MI Class Edge August 31, 2024: \$524,111.67; MI Class Edge August 31, 2025: \$545,845.06; YTD Difference: \$21,733.39.

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. One substitute librarian resigned due to other commitments
  - ii. New substitute librarian scheduled to start September 29, 2025 to cover both the adult and youth reference desks
- b. Building & Facilities
  - i. Pond dredging is complete and concrete patio poured
  - ii. The Library purchased folding chairs for off-site events, large programs and for patrons with mobility issues as current chairs have wheels.
  - iii. The staff bathroom renovation is scheduled to start the week of October 6<sup>th</sup>.
  - iv. The obsolete signposts located near the Library's main entrance which held the old Library sign have been removed.
  - v. The Library of Things collection is being reworked to allow for more accessibility to patrons.
- c. General
  - i. A visiting FBI agent requested patron information which was denied as they did not have a warrant or subpoena.
  - ii. Summer Reading finale party concluded on Saturday, August 9 with pizza, ice cream, yard games, temporary tattoo station, bubble party and a caricature artist.
  - iii. Summer Reading totals for adult, teen and youth registrations were reviewed and compared to last year's totals.
  - iv. Handwritten thank you notes were mailed to the many local sponsors that supported this year's program.

- v. Adult Librarian applied for the DIA InsideOut program that places high-quality reproductions of art from the museum's collection in outdoor public spaces. We anticipate learning if we are selected to host sometime this fall.
- d. Community Engagement and Outreach
  - i. The library participated in the Auburn Hills Police Department's Night Out program, an annual community-building campaign. Staff played Plinko with visitors and gave away over 300 prizes.
  - ii. Librarians and staff hosted a final summer outreach story time at Riverside Park.
  - iii. Library card design contest concluded with two winners, one youth and one adult. The winning art will be featured on limited-edition library cards in September for National Library Card Sign-Up month.
- e. Professional Development
  - i. Several Youth members attended an accessibility roundtable at Bloomfield Township Library gaining insights to improve inclusivity and build inter-library collaborations.
  - ii. Youth staff attended the TLN meeting at the White Lake Township Library to discuss classroom visits and the student experience which included a puppet performer demonstration that can enhance storytime.
  - iii. Head of Youth attended a webinar entitled Librarians, Legislation, and Media Training from School Library Journal.
- f. Meetings and Planning
  - i. Management team had a last meeting with Fast Forward Libraries to discuss how to best implement the newly approved strategic plan and how to track progress and report feedback.
  - ii. The in-service planning team met to discuss staff training scheduled for Monday, October 13. Possible topics outlined in packet.
  - iii. Staff involved in planning Summer Reading had a hindsight meeting. Staff feedback was also gathered.
  - iv. Director Kwiatkowski attended TLN Director's Meeting, MiNDS (Michigan New Director Support) meeting, and the MI Library Director's Meeting. Topics outlined in packet.
  - v. Director Kwiatkowski and Assistant Director Bowers met with Dean and Associate Dean of Oakland University Kresge Library to re-establish connection and collaborations are already in motion.
  - vi. Youth members met with Rochester Hills Public Library youth staff to discuss Battle of the Books.
  - vii. Admin Assistant 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.
- i. Director Kwiatkowski shared a recap of the Library's Summer Reading Program, including age category survey results collected at the end party. There was acknowledgment and appreciation of the large group of community sponsors.

## B. Friends of the Library

- a. Fall book sale is scheduled for Wednesday, November 12 – 16.
- b. Boxes of library discontinued books will be offered for free.

C. Committee Reports - Policy Committee

- a. Trustee Matthews reported that the committee reviewed and edited the following policies and detailed the amended statements in each:
  - i. Policy 412: Meeting Room Use
    - 1. Trustee Borucki recommends leaving in prohibiting specific drinks that may stain the carpet.
  - ii. Policy 421: Collection Development
    - 1. Trustee Borucki recommends that the policy title include “Auburn Hills Public Library”
- iii. Policy 600 Trustee By-laws: needs further review and discussion in a future meeting to be scheduled.

Trustee Matthews recommends the Board review, discuss and vote on these two policies as amended in New Business.

**8. Old Business:**

- A. Pond dredging update and pictures as outlined in board packet with the following updates:
  - a. Patio has been poured.
  - b. Other patio projects include obtaining lighting and furniture in early spring. The Friends are contributing \$5,000 toward this project.
  - c. Trustee Schie recommends that the City check the status of the poison ivy that was sprayed last month. Director Kwiatkowski to follow up.
- B. Director Review
  - a. Trustee Ahern compiled the anonymous staff survey ratings and feedback which Trustee Ahern distributed to each Board member. Trustee Ahern requested that the other Trustees use this information to complete their individual review of the Director and email back to her by the end of September.
  - b. The staff feedback from is in the packet and a Word version of the form will be emailed to Board members.

**9. New Business:**

- A. FBI Visit- the interaction was reviewed and since no warrant or subpoena were presented, no patron information was shared. No further interaction has happened since August 29. Head of IT interjected that the incident did not involve the City of Auburn Hills or the Auburn Hills Public Library. The Board commended Director Kwiatkowski for the way the interaction was handled. Video retention is 30 days.
- B. Review and approve 2026 holidays as presented in the packet. The 2026 holidays mirror those of 2025 with the highlight being Independence Day falls on a Saturday in 2026 and will therefore be observed on the previous Friday.

Trustee Borucki motioned that the 2026 holidays be approved as presented and Trustee Ahern seconded.

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

NO: NONE

MOTION CARRIED: 6 - 0

C. Review and approve Policy 412: Meeting Room Use

Discussion that the Rules for Use will include “Any drinks that might stain, such those containing red or purple dye, are prohibited.”

Replacement carpet tiles and a carpet shampooer are available.

Trustee Matthews motioned the new Policy 412: Meeting Room Use be approved as amended and Trustee Reynolds seconded.

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

NO: NONE

MOTION CARRIED: 6 - 0

D. Review and approve Policy 600 – because the Policy Committee did not get a chance to thoroughly review this policy. Trustee Matthews recommended making a motion to table the approval of this policy until after the Policy Committee has an opportunity to review further and Trustee Borucki seconded.

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

NO: NONE

MOTION CARRIED: 6 - 0

E. Review and approve Policy 421: Collection Development

There was no further discussion beyond what was reviewed in the previous Policy Committee Report.

Trustee Matthews motioned that Policy 421: Collection Development be approved as amended and Trustee Schie seconded.

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

NO: NONE

MOTION CARRIED: 6 - 0

F. Schedule Budget Hearing for October – the hearing is scheduled for 6:15 pm on Tuesday, October 14, 2025.

G. Schedule Finance Committee Meeting – the finance committee meeting is scheduled for 4:00 pm on Tuesday, September 23, 2025 to include security camera proposal.

H. Schedule Policy Committee Meeting – the policy committee meeting is scheduled for 5pm on Tuesday, September 23, 2025 to include review of Policy 600.

**10. Comments from the Board:**

The board appreciated Director Kwiatkowski on how the FBI interaction was handled.

The board thanked the public for their attendance.

The board expressed appreciation and pride for the outreach with the community and officers, sending thank you notes, receiving a certificate of appreciation from the AHPD. They said Director Kwiatkowski and the entire staff are doing a great job.

**11. Adjournment:**

President Ahern adjourned the meeting at 8:08 pm.