

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MEETING MINUTES

Tuesday, October 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 Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, and Trustee Aleck

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 4

3. Approval of Draft Agenda:

Trustee Schie moves to approve the draft agenda as presented 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, September 8, 2025

Trustee Borucki moves to approve the September 8, 2025, regular meeting minutes 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

b. Finance committee minutes – Monday, September 23, 2025

Date change on minutes was corrected from September 8 to September 23.

Trustee Matthews moves to accept the September 23, 2025, finance committee meeting minutes as amended 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

c. Policy committee minutes – Monday, September 23, 2025

Date change on minutes was corrected from September 8 to September 23.

Trustee Ahern moves to accept the September 23, 2025, finance committee meeting minutes 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

5. Call to the Public: the Board welcomed the public as present. Candace Barnes and Julianne Bossert introduced themselves.

6. Financial Report:

Trustee Borucki reviewed the financial statements for the month of September 2025 and has three items of note:

1. The Revenue and Expenditure Report indicates that 98.5% of 2025's total budgeted revenue has been received as of September 30, 2025.
2. The Accruals Payouts/Buyouts (271-790-710.00) expense account has exceeded its 2025 budgeted amount and will need to be adjusted before year-end.
3. The Principal Expense-Leases account (271-790-991.062) and the Lease Interest Expense account (271-790-994.100) appear to have only eight months of activity posted. This situation will be adjusted by the City Treasurer at year-end, and we will continue monitoring this situation.

Trustee Borucki reviewed revenue and expenditure numbers and BNY Mellon and MI Class Edge Investment results through September 30, 2025. As of September 30, 2025, YTD Total Revenues: \$2,509,929.02; YTD Total Expenditures: \$1,560,285.71; YTD Total Net Revenue vs Expenditures \$949,643.31; Total Investment BYN Mellon: \$872,938.08; Total Cash: \$1,762,816.60; BYN Mellon Investment September 30, 2024: \$841,906.08; Investment September 30, 2025: \$872,938.08; YTD Difference, \$31,032.00; MI Class Edge September 30, 2024: \$526,337.30; MI Class Edge September 30, 2025: \$548,925.85; YTD Difference: \$22,588.55.

Note: City withdrew principal and interest for the building lease.

Trustee Borucki recommends the board accept the two monthly financial reports as presented. They were accepted by the board.

7. Reports

- a. Director Report: Director Kwiatkowski reported on activities as outlined in the meeting packet and connected activities to the three pillars of the Strategic Plan:
 1. Connect and engage the community
 - i. The Friends approved the Library's wish list and helped fund various programs and activities including 2025 Monster Hunt, 2026 Battle of the Books, Seed Library and the 2026 large print material budget.
 - ii. Home deliveries and other connections included outreach and visits with OCC, OU, Royal Oak Public Library, Fountain Circle Apartments, Avondale High School, Willowbrook Hills, Reels by the Riverside and the AH Community Center.

- iii. Director Kwiatkowski presented a tabled overview highlighting the Library's programs including audiences, frequency, attendance and facilitators for the Adult/Teen and Youth departments.
 - iv. Finalized a vinyl wrap design for the 24/7 Hold Lockers in partnership with designer Lance Red.
- 2. Create library spaces that welcome and inspire
 - i. Working with preferred vendor for City of Auburn Hills, ISCG (Interior Systems Contract Group) to begin developing a design proposal for the outdoor patio.
- 3. Empower Library staff and Board members
 - i. Rather than backfill an open part-time position, a current employee was promoted to full-time.
 - ii. Community Engagement Officer for the City of Auburn Hills, Chris Mahon, provided Civilian Response to Active Shooter Events (CRASE) training.
 - iii. Staff attended various meetings, webinars, forums, conferences and trainings as outlined in the packet.

b. Friends of the Library

- 1. Fall book sale is scheduled for Wednesday, November 12 – 16. Volunteers will support this event, including Sunday set up.
- 2. Cookbooks will be featured in the Friends Book Nook.

c. Committee Reports –

- a. Finance Committee – Trustee Reynolds reviewed the security camera proposal. More internal cameras are needed with external cameras considered for the future. Trustees asked Amanda questions about the proposal. The board complimented Amanda on preparing the proposal that included different components from two vendors to optimize function and optimize expenditures.
- b. Policy Committee – Trustee Matthews reported that the committee reviewed and edited the following policies and detailed the amended statements in each:
 - i. Policy 600: Trustee By-laws – highlighting trustee attendance and call to the public time, financial officer/treasurer title
 - ii. Policy 413: Study Room Use – adding more information to make terms of use clearer.

8. Old Business:

- a. Library exterior – the board examined the new patio and sod installation; fencing will be installed next week, and research continues with ISCG on patio furniture. The board commended Director Kwiatkowski on the work that was done to move this project forward.
- b. Motion to go into closed session for Director's review
 - i. To meet in closed pursuant to the MCL 15.268 8(a) of the Open Meetings Act
 - 1. Roll Call to go into closed session

Trustee Ahern moves that the board enter closed session to discuss Director's review 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

The board enters closed session at 7:34 p.m.

Motion to go into open session

2. Roll Call to go into open session

The board resumes open session at 8:30 p.m.

9. New Business:

a. 2026 Director's Salary

Trustee Borucki moves that the Director's salary for 2026 be increased by 5% 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. Review and vote on Policy 600: Trustee By-laws

Trustee Matthews moves that Policy 600 be approved 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

c. Review and vote on Policy 413: Study Rooms

Trustee Borucki moves that Policy 413 be approved 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

d. Review and vote on security camera proposal

Trustee Borucki moves that the security camera proposal be approved 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

e. Review and approve the projected 2026 budget and levy request

Trustee Borucki moves that the projected 2026 budget and levy request be approved 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

10. Comments from the Board:

President Ahern expressed appreciation for serving as board president.

11. Adjournment:

President Ahern adjourned the meeting at 8:34 pm.