

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MEETING MINUTES

Monday, November 10, 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: 1

3. Approval of Draft Agenda:

Trustee Matthews moves to approve the draft agenda 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

4. Approval of Meeting Minutes:

A. Budget Hearing Minutes – Tuesday, October 14, 2025

Trustee Ahern moves to approve the October 14, 2025, budget hearing 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. Regular Meeting Minutes – Tuesday, October 14, 2025

Trustee Borucki moves to accept the October 14, 2025, regular meeting minutes as corrected 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. Closed Session Minutes – Tuesday, October 14, 2025

Trustee Ahern moves to accept the October 14, 2025, closed session minutes as written 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

5. Call to the Public: no members of the public requested to be heard.

6. Financial Report:

Trustee Borucki noted the following items:

1. Principal Expense-Leases (271-790-991.062) and Lease Interest Expense (271-790-994.100) appear to have only 9 months of activity posted to the accounts. The City Treasurer has to update the postings. We need to ensure the account is updated.
2. The Board may want to examine the balance of the Cash Balance account (271-000-001.000), which had \$1,589,332.26 at 10-31-2025, to see if a portion could be transferred to the Cash-MIClass or Cash-MIClass Edge accounts in order to increase the return on the funds.

The Finance Committee will review and make a recommendation to the Board.

3. The Accrual Payouts/Buyouts (271-790-710.000) expense account has exceeded its 2025 budgeted amount and will need to be adjusted before year-end.

Trustee Borucki reviewed revenue and expenditure numbers and BNY Mellon and MI Class Edge Investment results through October 31, 2025. As of October 31, 2025, YTD Total Revenues: 2,521,081.46; YTD Total Expenditures: \$1,732,503.68; YTD Total Net Revenue vs Expenditures \$788,577.78; Total Investment BNY Mellon: \$875,073.08; Total Cash: \$1,589,332.26; BNY Mellon Investment October 31, 2024: \$835,669.08; Investment October 31, 2025: \$875,073.08; YTD Difference, \$39,404.00; MI Class Edge October 31, 2024: \$528,024.71; MI Class Edge October 31, 2025: \$550,833.61; YTD Difference: \$22,808.90.

Trustee Borucki recommends the Board of Trustees accept these two monthly financial reports as presented for the month of October, 2025. They were accepted by the board.

7. Reports

- A. Director Report: Director Kwiatkowski reported on activities as detailed in the meeting packet connecting activities to the three pillars of the Strategic Plan:
 - a. Connect and engage the community
 - i. Kathleen hosted 10 new city employees who are going through Auburn University and presented on the history of the Library and our services, gave a tour, and the circulation team assisted them in registering for a business library card.
 - ii. Kari and Nikki went to OU's Employee Benefits & Wellness Fair on October 22 and talked with 130 people about our digital services and our seed library.

- iii. Mary partnered with the Orion Township Public Library to coordinate an author visit for the 2026 Battle of the Books to lower the cost. Fifth Graders in Battle of the Books will get to meet Kelly J Baptist, Michigan author of *Ready, Set, Dough!*
 - iv. Mallory partnered with Scent Science in downtown Auburn Hills for a candle-making event for ten people. Everyone had a great time and made wonderful candles!
 - v. Nikki and Ashley kicked off their school visits for the year, visiting a total of 270 students this month.
 - vi. Amanda and Christina represented the Library at the City of Auburn Hills' 20th Annual Spooktacular event. They interacted with patrons and handed out over 800 color-changing pencils.
 - vii. Sharon and Hira from Support Services visited the Courtyard and participated in their trunk-or-treat event, interacting with 23 residents.
 - viii. Ashley, Nikki, and Sarah hosted students from Grant Graham for a field trip. They presented a tour and storytime with crafts for 63 students.
 - ix. Our sixth annual Monster Hunt ran during October with 255 participants, which is up 11% compared to last year. We had 18 hunters find all 27 monsters, some of which were only out for one day or located at outreach events. This is a great all-ages program that allows the Library to partner with other community organizations and businesses downtown.
- b. Create library spaces that welcome and inspire
- i. Kathleen did a final walkthrough with Northbound Contracting on October 21 to review the completion of the staff bathroom renovation.
 - ii. Library Design repaired the wobbly tables in the community room and the small conference room and repaired the glides on our TLN delivery bins.
 - iii. The Library purchased a commercial bulleting board, and the Library Design professionally installed it for youth department displays.
 - iv. Fencing around the patio was installed in late October.
- c. Empower Library staff and Board members
- i. Youth and Adult departments were given additional purchasing accounts through Ingram and Midwest Tape to improve workflow.
 - ii. Staff in -service day took place on October 13, with 35 staff members enjoying a tour of Oakland University, a presentation on de-escalation, and department time to develop annual activities for 2026. The committee had a recap meeting, and there is currently a feedback survey out for staff to give suggestions for next year.
 - iii. The Library welcomed Chris Mahon, Community Engagement Officer for the City of Auburn Hills, who provided Stop the Bleed training for staff.
 - iv. Lindsey, Jess B., Lissa, Mary and Kathleen attended Michigan Library Association All Conference in Lansing. This is a 3-day annual conference dedicated to professional development, networking, trends, vendor meetings and library education.

- d. Miscellaneous
 - i. Amanda and Kathleen did a walkthrough with Technik and Teoma, who will be working together to install our new security camera system.
- e. The Board appreciates the new report format tied to the Strategic Plan.

B. Friends of the Library

- a. Fall book sale is this week Wednesday, November 12 – 16. Wednesday, November 12 will be member night. Two teens assisted with the sale set up.
- b. A one-day winter holiday book sale is December 6 from 10am – 2pm

The board expressed appreciation to the Friends for the wonderful set up and executing the events.

C. Committee Reports

There were no committee reports this month.

8. Old Business

- A. Library exterior – the new railing was installed on October 27

9. New Business:

- A. Review and approve liability insurance renewal

Trustee Borucki moves that the liability insurance policies be renewed at the new cost of \$9,014.60 (an increase of \$315.00), 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. Review and approve 2026 board meeting dates

Trustee Reynolds moves that 2026 board meeting dates 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

- C. Schedule a Finance Committee Meeting – Budget Adjustments

The Finance Committee will meet on Monday, December 8 at 6:00 pm to discuss budget adjustments.

D. Trustee appreciation

- a. The Trustees and Director Kwiatkowski commended departing Trustee Ahern and Aleck for their service and contribution to the library.
- b. Departing President Ahern, who served two consecutive six-year terms and saw three directors in her tenure, expressed appreciation to the Board and Director Kwiatkowski for the many positive advances that were executed.
- c. Trustee Aleck was acknowledged for her willingness to fill a vacant trustee seat that became available unexpectedly into the term.

E. Trustee photograph

- a. The Trustees took a picture in the Quiet Room in front of the fireplace.

10. Comments from the Board:

11. Adjournment:

President Ahern adjourned the meeting at 7:34 pm.