

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MEETING MINUTES

Monday, December 8, 2025, at 7 p.m.

Location: 3400 E. Seyburn Drive, Auburn Hills, Michigan 48326 (248) 370-9466

**1. Call to Order:** Vice President Reynolds calls the meeting to order at 7:04 p.m.

**2. Roll Call:** Present: Trustee Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, Trustee Barnes, and Trustee Bossert

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 1

**3. Approval of Draft Agenda:**

Because headshots were taken before the meeting, Trustee Matthews moved to remove headshots from the draft agenda and moved to approve the agenda as amended and Trustee Borucki seconds.

VOTE: YES: Trustee Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, Trustee Barnes, and Trustee Bossert

NO: NONE

MOTION CARRIED: 6 - 0

**4. Approval of Meeting Minutes:**

a. Regular Meeting Minutes – Monday, November 10, 2025

Trustee Borucki moves to accept the November 10, 2025, regular meeting minutes as presented and Trustee Matthews seconds.

VOTE: YES: Trustee Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, Trustee Barnes, and Trustee Bossert

NO: NONE

MOTION CARRIED: 6 - 0

**5. New Trustee Welcome & Introduction**

The board welcomed Trustees Barnes and Bossert who also introduced themselves.

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

**7. Financial Report:** Trustee Borucki had some questions regarding unusually large expenditures on the GL activity report which were for pouring the patio and the credit card statement and inquired about who does the annual boiler inspection, which is the State of Michigan on their schedule.

Trustee Borucki reviewed revenue and expenditure numbers and BNY Mellon and MI Class Edge Investment results through November 30, 2025. As of November 30, 2025, YTD Total Revenues:

2,532,286.11; YTD Total Expenditures: \$1,952,249.84; YTD Total Net Revenue vs Expenditures \$580,026.27; Total Investment BYN Mellon: \$875,073.08; Total Cash: \$1,373,786.77; BYN Mellon Investment November 30, 2024: \$838,863.08; BYN Mellon Investment November 30, 2025: \$878,158.08; YTD Difference, \$39,295.00; MI Class Edge November 30, 2024: \$530,114.28; MI Class Edge November 30, 2025: \$552,788.86; YTD Difference: \$22,674.58.

Trustee Borucki recommends the Board of Trustees accept the monthly financial statement and report as presented for the month of November, 2025. It was accepted by the board.

Trustee Borucki referenced the blue binder which is a GL description reference for the new trustees.

Trustee Borucki shared an updated GL account description document with trustees.

## **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 highlighting the following:
  - a. Connect and engage the community
    - i. Mary coordinated with a local group that is collecting Cards for Hospitalized Kids so that patrons visiting the library could make a card to send.
    - ii. Mary reached out to a coordinator from the Detroit Lions about helping us during Summer Reading 2026.
    - iii. Kari had 18 home deliveries, and one new patron joined the program this month.
    - iv. Kari also had two off-site programs this month making fall trees with paper quilling coils as the leaves. Residents from Willowbrook Hills and Courtyard joined the event.
    - v. Lindsey finalized the paperwork to set up Newsbank, a new local and international database.
    - vi. Mary visited with over 500 4<sup>th</sup> and 5<sup>th</sup> grade students in their classrooms to invoice them to participate in the 2026 Battle of the Books.
    - vii. Ashley, Mary and Nikki collectively visited 206 preschoolers at Auburn and Woodland Elementaries.
    - viii. Jess is nearing completion of a long-term community resource project for our website, which will connect patrons with more than 20 vital social service organizations, including food assistance, substance abuse support, transportation, LGBTQIA+ resources, legal services and more.
    - ix. The Adult program Creative Crafting had 19 participants and the Youth Toddler Time had 118 participants.
    - x. Christina prepared new branded "Battle Bins," and Mary delivered them to school libraries. The bins have copies of books, branded shirts for teachers and librarians, and other Battle of the Books promotional items. The Friends of the Library sponsored books in the bins. Christina also ordered a blow-up dragon mascot for our Battle of the Books Kickoff Party on December 3.
  - b. Create library spaces that welcome and inspire

- i. The teen space is undergoing some changes. All patrons are welcome to browse the collection, but seating and other resources will now be limited to patrons ages 13-18 in an effort to ensure the teens have a safe and welcoming environment in the library. There is also a poll open to decide the new name for our teen room.
  - ii. Lindsey and Kathleen met with ISCG (Interior Systems Contract Group) staff to review the first draft proposal for patio furniture.
  - iii. All staff took the week of Thanksgiving to declutter and organize shared spaces.
  - iv. Teoma ran cabling on November 17 – 18 in preparation for a new security camera installation by Technik. The project was completed on November 25. This upgraded our six cameras to a total of 15 cameras. IT is training key staff members on how to use the system.
  - v. Trees were planted around the retention pond in early November, and the gates for the patio fence were installed.
- c. Empower Library staff and Board members
  - i. All managers completed annual performance appraisals for staff.
  - ii. Kathleen held a skip-level meeting with part-time department representatives. A few things coming out of that meeting include a required webinar on how to be a good co-worker, open office hours for Kathleen, and modifying the existing daily update post to include more information.
  - iii. The Library participated in a fire drill on November 5 with 37 patrons and staff participants.
  - iv. Nikki and Sarah have started Ukulele Training with Storytime Solidarity's Niche Academy for more musical storytimes in the future.
  - v. Mary is getting 50% of staff trained with KultureCity to improve our services to patrons with autism and sensory processing disorders. KultureCity is a nonprofit organization that trains staff on venues to be more sensory inclusive.
- d. Miscellaneous
  - i. The annual boiler inspection was completed with no issues.
  - ii. An outside security camera will be considered.
- b. Friends of the Library
  - i. The November Fall book sale had 452 patrons and raised \$2,500.00 for the library.
  - ii. The one-day winter holiday book sale on December 6 raised \$150 for the library.
  - iii. Holiday books are available in the book nook
  - iv. Mrs. Schie explained the role of the Friends and how they support the library.
  - v. The board expressed appreciation for the Friends and all their support.
- c. Committee Reports
  - a. Finance – Trustee Borucki reported on the budget amendments that will be addressed in New Business.

## 8. Old Business

- a. Library exterior -
  - a. Gates are installed with latched doors
  - b. Design renderings of the outdoor patio furniture including wheelchair rollup spaces and activity boards were reviewed as presented in the board packet. The furniture colors and finishes have not been finalized, and the renderings will be updated to accommodate where the fence was installed. There was a general concern about too many trash cans, too much furniture, and the space being too crowded. Furniture dimensions will be reviewed to address these concerns. An oversized “big chair” can be added with the library logo as an option.

**9. New Business:**

- a. 2025 Budget Amendments

Trustee Borucki motioned that the 2025 Budget Amendments be accepted as recommended and Trustee Matthews seconds.

VOTE: YES: Trustee Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, Trustee Barnes, Trustee Bossert

NO: NONE

MOTION CARRIED: 6 - 0

- b. Election of Officers for 2026

The trustees reviewed the two-consecutive term rules. Trustee Matthews has been Secretary for two terms. All four officer positions need to be decided.

Trustee Reynolds nominates Trustee Schie for president and Trustee Borucki seconds. Trustee Schie accepts the nomination.

VOTE: YES: Trustee Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, Trustee Barnes, and Trustee Bossert

NO: NONE

MOTION CARRIED: 6 – 0

Trustee Reynolds nominated Trustee Bossert as Vice President and President Schie seconds. Trustee Bossert accepts the nomination.

VOTE: YES: Trustee Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, Trustee Barnes, and Trustee Bossert

NO: NONE

MOTION CARRIED: 6 - 0

President Schie nominates Trustee Borucki for Financial Officer and Trustee Matthews seconds. Trustee Borucki accepts the nomination.

VOTE: YES: Trustee Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, Trustee Barnes, and Trustee Bossert

NO: NONE

MOTION CARRIED: 6 - 0

President Schie discussed the secretary role and nominated Trustee Barnes and Trustee Reynolds seconds. Trustee Barnes accepts the nomination.

VOTE: YES: Trustee Reynolds, Trustee Matthews, Trustee Borucki, Trustee Schie, Trustee Barnes, and Trustee Bossert

NO: NONE

MOTION CARRIED: 6 - 0

President Schie recommended the state training webinar and stated that trustees are covered with liability insurance.

- c. Appointments to Committees for 2026 (2/3 is a quorum) - Director Kwiatkowski sits on all committees.
  - a. Finance – Trustees Matthews, Borucki, Schie
  - b. Personnel – Trustees Bossert, Reynolds, Borucki
  - c. Policy – Trustees Matthews, Schie and Barnes

#### **10. Comments from the Board:**

Financial Officer Borucki thanked Director Kwiatkowski for her work and effort on the budget amendments.

Trustee Matthews acknowledged the article in The Oakland Post referencing the Monster Hunt community program.

**11. Adjournment:** President Schie adjourned the meeting at 7:54 pm.