

Auburn Hills Public Library Board of Trustees Regular Meeting

UNAPPROVED MEETING MINUTES

Monday, February 9, 2026, at 7 p.m.

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

1. Call to Order: President Schie calls the meeting to order at 7:00 p.m.

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

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 1

3. Approval of Draft Agenda:

Trustee Borucki moved to approve the draft agenda as presented and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

4. Approval of Meeting Minutes:

a. Regular Meeting Minutes – Monday, January 12, 2026

Trustee Borucki moves to accept the January 12, 2026, regular meeting minutes as amended and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 6 – 0

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

6. Financial Report:

Financial Officer Borucki had the following items of note upon review of the January 2026 financial statements and were answered by Director Kwiatkowski:

1. Is the amount in Overdue Fines (A/C 271-790-659) cash received or accrued? The Library is fine-free for most materials, but lost books and overdue technology items are charged \$5/day, these are cash received not accruals.
2. The total of the salaries and wages accounts seem less than they should be. The annual budget for both accounts is \$1,250K for an average of \$104k per month. Any problems? Covered some of 2025 and some of 2026, anticipates at the end of the year, the part-time line will have extra

money to cover full-time since replacing a part-time staff member with a full-time staff member at the beginning of 2026.

3. The Accrual Payouts/Buyouts account exceeded its yearly budget in one month. What happened? The amount was for three staff members vacation time, the City provides this information, we can adjust at the end of the year to cover any shortfall if needed.
4. Was ISCG the consultant who was paid \$4,500 in January? This was a deposit to Element One to start on the job description/performance appraisal project.
5. The Principal Expense – Leases does not include the monthly charge from the City. When does the charge get posted? Is it after the date of the report? This report only includes the copier and the copier lease, not the building lease. A posting may have happened after this current report was run. Sometimes the report is run early due an earlier Board meeting date. Be aware of these dates and run YTD numbers as an option.

Trustee Borucki reviewed revenue and expenditure numbers and BNY Mellon and MI Class Edge Investment results through January 31, 2026. As of January 31, 2026, YTD Total Revenues: \$601,232.51; YTD Total Expenditures: \$160,837.94; YTD Total Net Revenue vs Expenditures \$440,400.57; Total Investment BNY Mellon: \$885,001.08; MI Class Edge: \$556,521.32; Total Cash: \$1,637,691.77; BNY Mellon Investment January 31, 2025: \$842,993.08; BNY Mellon Investment January 31, 2026: \$885,011.08; YTD Difference: \$42,018.00; MI Class Edge January 31, 2025: \$534,274.79; MI Class Edge January 31, 2026: \$556,521.32; YTD Difference: \$22,246.53.

Trustee Borucki recommends that the Board of Trustees accept the monthly financial statement and report as presented for the month of January 2026. It was 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 highlighting the following:
 - A. Connect and engage the community
 - i. Donated winter jackets were collected in January in partnership with the Community Center and Beyond Basics, a literacy-focused non-profit.
 - ii. Ashley and Kari packed and mailed 215 letters to businesses asking for local partnership sponsors for the summer reading program. Several businesses, including Busch's, Cantina and a credit union have responded and Ashley and Kari will follow up in person over the next few months.
 - iii. Ashley and Nikki visited 244 students at Woodland and Auburn.
 - iv. Kari had 18 home deliveries this month. The take-and-make craft was a DIY resin bookmark. She also had two offsite programs in January, making foil art stickers and magnets with seven participants at Willowbrook and eight at Courtyard.
 - v. Four new adult volunteers went through orientation.
 - vi. The Library was selected as a location for the 2026 DIA Inside | Out program, which brings high-quality reproductions of artwork from the museum and installs them in communities throughout May – October. Our reproduction will be near the Library's main entrance and is titled *Untitled* by Roberto Montenegro. This is a project that Jess in Adult Services has been working on.

- vii. The annual 4th Grade Battle of the Books has six teams registered and will take place on February 23 at Graham Elementary. The 5th Grade Battle of the Books has 11 teams registered and will take place on March 2 at Avondale Middle School.
- viii. New branded shirts representing the Library's strategic plan were purchased and distributed to staff.

B. Create library spaces that welcome and inspire

- i. The Library partnered with the Disability Network of Eastern Michigan (DNEM) to perform a full accessibility assessment on January 8. Staff from DNEM were here for about six hours evaluating our public and staff spaces. The final report was delivered on January 22 with detailed findings and recommendations on high-priority items as well as how to fix certain issues. Some items will be easy to fix, like relocating a piece of furniture. Other issues are more complex structural modifications, such as lowering the exterior book drop.
- ii. Kathleen, Lindsey and Amanda met with Library Design to get formal quotes for renovating three kitchenettes, installing a low-profile chair rail in the community room to prevent further drywall damage, reorganizing the print/scan/fax/copy station for better patron access, and reorganizing the adult/teen new material area.
- iii. Fencing around the retention pond was installed in January.

C. Empower Library staff and Board members

- i. Amanda and Lindsey planned a Staff Winter Bingo program. A few activities involved a scavenger hunt, learning how to use select databases, and retrieving a hold from our 24/7 Hold Lockers. At the end of January, the Social Committee also planned an all-staff breakfast in conjunction with our January 30 all-staff meeting.
- ii. Director Kwiatkowski attended an initial meeting with Element One to get Phase II (job descriptions and performance appraisal revisions) started. Element One is the same consulting firm the Library worked with in 2025 to revise pay grades, so they are already familiar with our organization. The project is expected to take 12 weeks, and once complete, all staff will receive a copy of their job descriptions, which will recognize the work they are already doing. This project will help create clearer, more consistent documentation across the organization and support future growth and development.
- iii. Lindsey and Amanda trained youth and adult staff on statistics management and reporting for 2026.
- iv. The AHPL Youth Department visited two libraries on January 27, Clinton-Macomb and Redford, to tour their youth departments and learn about their services, with the goal of bringing back ideas to improve our Library services and better serve the community.
- v. At the time of this Board meeting, AHPL became certified as a KultureCity sensory-inclusive organization.
- vi. The IT Department presented a refresher training course to all staff on phishing and cybersecurity. There was discussion on widespread infiltration and alert to increase awareness of these schemes.

b. Friends of the Library

- A. Annual meeting is Thursday, February 12 at 6:30pm Community Room and all are invited.

c. Committee Reports – Finance

- A. Patio recommendation – (p. 39 of the Board packet) Director Kwiatkowski will negotiate the Terms and Conditions of the ISCG contract and not exceed \$26,000 from the Fund Balance with the flexibility to purchase from another vendor. Director Kwiatkowski has the ability to purchase under \$10,000 without Board approval.
- B. Auditor contract – (p. 26 of the Board packet) recommends a three-year extension with Yeo and Yeo.
- C. Investment recommendation – \$250,000 to be invested.

8. Old Business

- a. Library exterior – a fence around the retention was installed in January. DPW shared their annual Library General Maintenance schedule. Exterior painting would be coordinated with Director Kwiatkowski, and expense would be covered by the City and not come from the Library's budget.

9. New Business:

- a. Accessibility audit – copies of the Disability Network Eastern Michigan (DNEM) report was reviewed by Director Kwiatkowski. Some projects are large and more involved requiring partnering with the City such as a path from the parking lot to the back patio and front main entrance. Some projects are smaller such as relocating restroom trashcans and the bench by elevator call button, avoiding placing items on the top and lowest shelves, improving signage, and clearing out clutter in workspaces by relocating items to upstairs storage. This report will be shared with DPW to determine possible solutions. Some easier solutions have been resolved where larger projects will require more discussion.
- b. Auditor contract recommendation from the Finance Committee

Trustee Matthews motions to approve a three-year contract with Yeo & Yeo and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

- c. Investment recommendation from the Finance Committee

Trustee Borucki motions to transfer \$250,000 from the checking account and invest \$150,000 to BNY Mellon and \$100,000 to MI Class Edge and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

d. Patio recommendation from Finance Committee

Trustee Matthews motions to assign money from the Fund Balance for the purchase of patio furniture from ISCG and Belson after negotiation on the Terms & Conditions at the Library Director's discretion not to exceed \$26,000 and Trustee Barnes seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

e. Schedule Policy Committee meeting – the Policy Committee will meet on Monday, March 9, 2026 at 6 pm.

10. Comments from the Board:

Pictures of the pond dredging were referenced along with history of the previous milage.

Trustee Borucki had a question about the BSA reference on p. 36 which is the software program used by the City and all state municipalities.

Customer feedback referenced the list of community services.

Trustee Bossert suggested cards listing sensitive resources. Signs on domestic abuse and LGBTQ resources are posted in all restroom.

11. Adjournment: President Schie adjourned the meeting at 7:57 pm.