

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MEETING MINUTES

Monday, March 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.

Secretary Barnes is absent with notice. Vice President Bossert conducted roll call.

**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:**

Two revisions to the agenda:

- 1) 7. Reports c. Committee Reports – ~~Finance~~ Policy
- 2) 9. New Business b. Policy Committee Recommendations - change the order to be numerical to read ii. 408 – Pets on Library Grounds iii. 417 – Cell Phone Use

Trustee Bossert moved to approve the draft agenda as amended and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

**4. Approval of Meeting Minutes:**

- a. Regular Meeting Minutes – Monday, February 9, 2026

Trustee Borucki recommended inserting the full name of the business and a comma in 7. a. a. ii. to read Cantina El Dorado,

Trustee Matthews moves to accept the February 9, 2026, regular meeting minutes as amended and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 5 – 0

- b. Finance Committee Meeting Minutes - Monday, February 9, 2026

Trustee Borucki had two corrections:

- 1) The date of the meeting ~~January~~ February 9, 2026

- 2) 3.e.i. to read Item 10 – Interest. Trustee Borucki recommends that **paying** interest be ~~defined~~ **stricken** to eliminate the possibility of the Library have to pay if delinquent.

Trustee Borucki moves to accept the February 9, 2026, finance meeting minutes as amended and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 5 – 0

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

**6. Financial Report:**

Trustee Borucki had the following questions for Director Kwiatkowski:

On the Revenue and Expenditure Report for the City of Auburn Hills as of 02/26/2026:

A/C 271-790-960.001 (Conferences & Training) We have spent one-third of the budgeted amount. Are we planning on fewer conferences as the year goes on? Several staff members are attending two major conferences near the beginning of the year: Spring Institute March 18 -20 in Grand Rapids and the Public Library Association Conference April 1- 3 in Minneapolis.

On the GL Activity Report for the City of Auburn Hills:

- a. What was the check 1193161, dated 02/04/2026 for \$14,000.00 for? This is for the total annual deposit to purchase eBooks and downloadable audio books throughout the year through OverDrive.
- b. There is a \$100,000 transfer to MI Class Edge but do not see the \$150,000 transfer to the Investment Manager – Insight. The \$150,000 transfer has since happened after a delay at the City. The current balance sheet now reflects this transfer.
- c. Balance Sheet Report for the City of Auburn Hills – there was a significant change in the balance sheets of over a million dollars in the Cash account. This change is for the \$1,162,183.27 tax revenue that was deposited after the initial report was run.

Trustee Borucki reviewed revenue and expenditure numbers and Investment Manager and MI Class Edge Investment results through February 28, 2026. As of February 28, 2026, YTD Total Revenues: \$851,986.05; YTD Total Expenditures: \$329,620.01; YTD Total Net Revenue vs Expenditures \$522,366.04; Total Investment Manager – Insight (formerly BNY Mellon): \$886,696.08; MI Class Edge: \$658,366.98; Total Cash: \$1,613,624.25; Investment Manager - Insight February 28, 2025: \$849,846.08; Investment Manager - Insight February 28, 2026: \$886,696.08; YTD Difference: \$36,850.00; MI Class Edge February 28, 2025: \$536,634.87; MI Class Edge February 28, 2026: \$658,366.98; YTD Difference: \$121,732.11.

Trustee Borucki recommends that the Board of Trustees accept the monthly financial statement and report as presented for the month of February 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:
  1. Connect and engage the community
    - i. Donations from local businesses to support the summer reading program have started to come including:
    - ii. Tickets to OU basketball games
    - iii. Meadowbrook Theater tickets
    - iv. Great Lakes Crossing gift cards
    - v. Busch's Market gift cards
    - vi. BOGO coupons from Nothing Bundt Cakes and Presotea
    - vii. Ashley made a connection at MSU Credit Union, and they plan to donate \$500 towards our Summer Reading Kickoff.
    - viii. Angelina and Kari attended a volunteer appreciation lunch at Willowbrook Hills Assisted Living Facility. They expressed gratitude for the library services we provide them.
    - ix. Ashley and Nikki visited 543 students at Woodland and Auburn schools.
    - x. In partnership with the schools and media specialists, Mary and the Youth Services team hosted the 4<sup>th</sup> Grade Battle of the Books with 38 readers and about 75 spectators at Grant Graham Elementary. (There are pictures in the board packet.)
    - xi. Youth Services began creating personalized "lost toy" postcards to send home when a found toy is reunited with its family. When a grown-up calls about a missing toy, and staff located it, the child will receive a postcard with a message about the toy's "adventures" at the Library.
    - xii. The Seed Library has expanded to include a mini seed library in the Youth Department.
    - xiii. Sarah hosted two well-attended programs in February, a play-based Baby Olympics program and a Lunar New Year celebration in partnership with the Southeast Michigan Chinese School in Troy. This program featured presentations, crafts and traditional snacks for patrons.
    - xiv. Mary organized a "Why do you love the Library?" campaign at each service desk, and we received over 160 hears on why our patrons love us. (Pictures in the board packet.)
  2. Create library spaces that welcome and inspire
    - i. Staff are converting an underutilized closet in the staff lounge to an outreach closet where all equipment and supplies needed to go offsite are stored in one location. Departments will have staff library cards to check out materials, track usage, and report any potential damage.
  3. Empower Library staff and Board members
    - i. The leadership team participated in a full-day job description workshop on February 26, collaborating to finalize job descriptions for every position. From

February 26 through March 12, Department Heads will gather feedback from their teams to ensure the descriptions are complete and to continue engaging staff in the process. Next steps will be to meet with Element One and develop performance appraisals tied to job descriptions.

- ii. Paul Fugate, owner and CEO of ASLDeafined visited the Library on February 6 for staff training. He taught staff the alphabet in ASL, showed common library-related signs like library card, computer, and book, and ran us through a few role-laying scenarios.
- iii. Many staff attended an ALA webinar titled *Responding to ICE at the Library: Real World Approaches*.
- iv. The AHPL is KultureCity certified. Signage and materials to build sensory bags will be available to patrons soon.

4. Miscellaneous

- i. The Library received our eRate reimbursement check for \$4,429.89.
- ii. The statistics page was shared since data became available after initial board packet run.

b. Friends of the Library

- i. This month's special is "history."
- ii. The next book sale is in May.
- iii. Patron donations are taken any time the Library is open. Pickup is available for large donations.

c. Committee Reports – Policy

Trustee Matthews reported on the policy recommendations.

**8. Old Business**

- a. Library exterior – ISCG was open to negotiating the Terms and Conditions as stated in the board packet. The lead time is 6-8 weeks and ISCG is doing the installation.

**9. New Business:**

- a. 2025 Annual Report - Director Kwiatkowski reviewed the 2025 report.
  - i. Trustee Bossert asked how our % of AH residents hold library card compares with surrounding communities. Discussion included a reminder about an analysis of where our population centers were in an effort to focus outreach and potential kiosks.
  - ii. The report highlights the strategic plan, the pond dredging project, Friends sponsorship, and financial savings to patrons.
  - iii. The Board expressed appreciation for the data gathering and the professional presentation. The Annual Report will be posted on the Library's website, and printed copies will be available within the library.
- b. Policy Committee Recommendations
  - i. 405 - Donated Books and Media

There were two edit recommendations on this policy:

1. Insert e.g. in paragraph two to now read: The Library cannot accept materials in poor condition (e.g., stained, water-damaged...)
2. Capitalize the reference to Policy 421 in paragraph five to now read: "Factors used in the selection process can be found in the Library's Collection Development Policy."

Trustee Matthews motions to approve the 405 Policy as amended Trustee Borucki seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

- ii. 408 - Pets on Library Grounds

Note: verbiage was gathered from the ADA website to align with this policy.

Trustee Borucki motions to approve Policy 408 as present and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

- iii. 417 - Cell Phone Use

Trustee Borucki requested that a bullet point be inserted before the second to last sentence to read:

- Use a reasonable tone and volume when speaking so as not to disturb other patrons.

Trustee Reynolds motions to approve Policy 417 with bullet and Trustee Borucki seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

- iv. 423 Library Programs (new) – Director Kwiatkowski made the Policy Committee's recommended edits between meetings and presented the full Board the cleaned-up copy.

The edits:

1. Reference citation to the ALA footer
2. Capitalized "Director" throughout
3. Page 2, NON-COMMERCIALITY Second to last sentence to now read "Library programs may occur on-site or off-site."
4. Page 2, PRESENTATIONS AND GUIDED LIBRARY TOURS
  - Switched the order of the second and third bullet points.
  - Inserted "or local to" to now read A. Group presentations or tours are available to organizations in or local to Auburn Hills.

Trustee Matthews motions to approve Policy 423 as amended by the Policy Committee and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

- c. Schedule a Finance Committee – the Finance Committee will meet on Monday, April 13, 2026, at 6:00 pm.

**10. Comments from the Board:**

Trustee Bossert was interested in more feedback from the February 24 webinar in responding to ICE. Director Kwiatkowski reviewed the webinar notes in the board packet.

Trustee Schie will provide a contact at Stellantis’s gift-giving program

The Board expressed appreciation to Director Kwiatkowski and the staff for continuing to do a great job.

The City Clerk’s Office invitation for the Board Member training on the Open Meetings Act was shared.

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