

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MEETING MINUTES

Monday, April 13, 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 conducted roll call.

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

Trustee Matthews is absent with notice.

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 1

3. Approval of Draft Agenda:

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

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

NO: NONE

MOTION CARRIED: 5 - 0

4. Approval of Meeting Minutes:

a. Regular Meeting Minutes – Monday, March 9, 2026

Trustee Reynolds moves to accept the March 9, 2026, regular meeting minutes as presented and Trustee Bossert seconds.

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

NO: NONE

MOTION CARRIED: 5 – 0

b. Policy Committee Meeting Minutes - Monday, March 9, 2026

Trustee Schie noted a correction on adjournment time to change from 5:28 pm to 6:28 pm.

Trustee Bossert moves to accept the March 9, 2026, policy meeting minutes as amended and Trustee Borucki seconds.

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

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 notes and questions for Director Kwiatkowski:

Note: The City has not charged us for the Library lease for three months. The lease agreement states a monthly deduction, and Director Kwiatkowski will follow up with the City.

Q: What is the \$114,908.38 transfer labeled LCSA to the operating fund on March 13?

A: This is the Local Community Stabilization Act disbursement. The state gives municipalities a percentage of state use tax to account for decrease in property taxes and that was the Library's portion.

Q: What is Check # 1193475 for \$7,498.20 for?

A: This is the annual fee for Patron Point which is the Library's platform software for segmented marketing and also verifies Library patron cards and address renewals.

Note: On page 55 of the board packet, item two on the job description states Adult Services department when it should state Youth.

Trustee Borucki reviewed revenue and expenditure numbers and Investment Manager and MI Class Edge Investment results through March 31, 2026. As of March 31, 2026, YTD Total Revenues: \$1,871,260.24; YTD Total Expenditures: \$506,904.54; YTD Total Net Revenue vs Expenditures \$1,364,355.70; Total Investment Manager – Insight (formerly BNY Mellon): \$1,042,114.08; MI Class Edge: \$660,117.27; Total Cash: \$2,413,329.03; Investment Manager - Insight March 31, 2025: \$854,136.08; Investment Manager - Insight March 31, 2026: \$1,042,114.08; YTD Difference: \$187,978.00; MI Class Edge March 31, 2025: \$538,616.86; MI Class Edge March 31, 2026: \$660,117.27; YTD Difference: \$121,500.41.

Trustee Borucki recommends that the Board of Trustees accept the monthly financial statement and report as presented for the month of March 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. The Library has a new contract with our vending machine company that includes a 5% revenue share, monthly sales reporting and quarterly payment. Previously we didn't have a contract or revenue share.
 - ii. MSUFCU donated \$500 to support summer reading programming (SRP). Additional SRP donations from local businesses include:
 - a. Tickets to LEGOLAND
 - b. Rainforest Café gift basket
 - iii. Kari coordinated the Library's participation in Gleaners Food for Thought Food Drive from March 16 to April 10.

- iv. Nothing Bundt Cakes in Rochester gave the Library a reading challenge for kids during March is Reading Month. Participants who completed the challenge could receive a free bundt cake.
 - v. Several Adult Services staff attended a Welcome Oakland panel that discussed ways libraries can create welcome spaces for the immigrant community members.
 - vi. Ashley and Nikki visited 765 students at Woodland, Auburn and Oakland Christian.
 - vii. Ashley and Sarah attended Bunny Bash, interacting with about 450 patrons and providing two takeaway crafts.
 - viii. Kari had 18 home deliveries this month. Three new patrons joined the program this month.
 - ix. One new adult volunteer started in March.
 - x. In partnership with the schools and media specialists, Mary and the YS team hosted the 5th Grade Battle of the Books with 52 readers and 178 spectators at Avondale Middle School. Kelly J. Baptist was the special guest author who was sponsored by the Friends.
 - xi. Mary hosted two preschool field trips to the Library totaling 61 attendees.
 - xii. The Youth Department's "Glow in the Dark" Activity Room, created during spring break, got a lot of use for three separate programs: Glow in the Dark Art, Community Center Spring Break Campers and Mario Galaxy Party.
 - xiii. Other program March highlights include Mallory hosting an author talk and book signing with "Rebuilding an Icon: The Restoration of the Michigan Central Station" and Youth Department organizing a literacy bag giveaway using resources from Help Me Grow Michigan for ages 0-5.
 - xiv. Toddler Time has expanded to 8 sessions per month and includes over 200 participants.
 - xv. The March Patron Point newsletter has a 31.66% open rate.
2. Create library spaces that welcome and inspire
 - i. Installation of several new signs clearly defining staff spaces and notifying patrons of security cameras.
 - ii. Mary and Kathleen developed procedures for the patio and purchased a blind spot mirror and chime for the door.
 3. Empower Library staff and Board members
 - i. Department Heads shared final job descriptions with staff and made edits if necessary. A sample job description is included in the board packet.
 - ii. Several teen and youth staff members attended Spring Institute, a three-day conference in Grand Rapids dedicated to the professional development of youth and teen services. Nikki also submitted a proposal and was selected to present a breakout session for her workshop, Adopt a Pet & Playful STEAM stations.
 - iii. AHPL is KultureCity certified. Sensory bags containing a weighted lap blanket, noise-cancelling headphones, VIP lanyard, feelings card, fidget toys, and a pair of sunglasses became available to patrons on March 16.

- 4. Miscellaneous
 - i. The Library received its first state aid payment of \$13,059.54. The second payment will be around July.
- b. Friends of the Library
 - i. Spring Book Sale is Thursday, May 14 – Saturday, May 16 with Member Only Preview Night on Wednesday, May 13
 - ii. Volunteers are welcome for set up, clean up and hosting the main table.
- c. Committee Reports – Finance
 - Trustee Borucki outlined the recommendations of the Finance Committee.

8. Old Business

- a. OMA Training – Trustee Bossert and Trustee Borucki attended the training and summarized the topics and procedures for Michigan Open Meetings. A handout from the training was shared with the board.
- b. Library exterior - Youth furniture is scheduled to ship on April 24, umbrellas have arrived, picnic table estimate mid to late April, installation in early May, chime for youth door and blind spot mirror are purchased. Discussion about putting a counter on back door and consideration of a ribbon cutting ceremony for the patio opening, possibly aligned with SRP.
- c. Trustee Schie inquired about the status of external paint refreshing due to grass edging damage. Director Kwiatkowski to inquire with DPW.

9. New Business:

- a. 2026 quarterly activity update - Director Kwiatkowski reviewed the report as outlined in the board packet. All activities are tied back to the Library's Strategic Plan with 12 of the 34 (35%) accomplished so far which is on track completion for the year.
- b. Finance Committee Recommendations - Director Kwiatkowski detailed the proposed improvements:
 - 1. Community Room – rub strips – to prevent further damage to the drywall, \$3,975.00
 - 2. Reconfiguration of print/scan/fax/copy station – to improve patron experience and functionality, \$3,420.00
 - 3. Shelving for new material (adult/teen) – to open up the main hallway, improve signage and install better lighting for new material, \$6,170.00
 - 4. Kitchen renovations (3) – to modernize and improve functionality, prioritizing Community Room since it is most used by patrons followed by Youth Activity Room and Staff Lounge, \$55,975.00

5. Community resource center – to utilize unused space that formerly housed a payphone, create location for community flyers and handouts with slatwall and acrylic holders, \$3,589.00

Trustee Borucki motions to approve the 2026 Library Design improvements and assign money from the fund balance to compete the projects as presented and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 5 - 0

- b. Schedule a Policy Committee Meeting – the Policy Committee will meet on Monday, May 11, 2026, at 6:00 pm.

10. Comments from the Board:

Discussion of designated quiet spaces with the possibility of consulting with a space planner in the future.

The trustees discussed a patio opening event.

Trustee Schie appreciated the community comments as part of the board packet.

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