

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MEETING MINUTES

Monday, June 8, 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 Reynolds, Trustee Barnes and Trustee Matthews

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 2

3. Approval of Draft Agenda by President Schie:

Director Kwiatkowski added parking lot to the new business section.

Trustee Matthews moves to approve the draft agenda as amended and Trustee Borucki seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

4. Approval of Meeting Minutes:

a. Regular Meeting Minutes – Monday, May 18, 2026

Correction made to the Director Report 3.i. to read:

Department Heads have finalized a new performance appraisal template that aligns with job descriptions. We will test the forms in May with a round of informal reviews allowing managers to gain experience with the new template and ensuring staff are fully prepared for ~~former~~ **formal** reviews in November.

Trustee Reynolds moves to approve the May 18, 2026, regular meeting minutes as amended and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 6 – 0

b. Policy Committee Meeting Minutes - Monday, May 18, 2026

Trustee Borucki moves to approve the May 18, 2026, policy meeting minutes as presented and Trustee Barnes seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

5. Call to the Public:

Guest: Kellen Riker from Yeo & Yeo presented on the 2025 financial audit.

6. Financial Report:

Trustee Borucki thanked Director Kwiatkowski for the follow up with the City on A/C 271-790-991 and 994 and stated that the charges look current on the Revenue and Expenditure Report for the City of Auburn Hills as of 05/31/2026.

Trustee Borucki inquired about not seeing a difference in the 2026 Original Budget column and the 2026 Amended Budget column on pages 13 and 14 and are they set up to prepare for the amendments that need to be made in the payroll related accounts. Director Kwiatkowski stated that there have not been any 2026 budget amendments, so both columns will be the same for now. After any amendments are made in December, the differences will show up in the amended column.

For pages 27-28 Trustee Borucki suggested adjusting:

- a. the Medical Insurance, Life Insurance, Eye/Dental, Pension DC, Retiree Health Savings, and Disability Insurance at the next Financial Committee meeting and use account 271-790-975.000 to cover most of the overspending.
- b. the Salaries and Wages in September or October when we see how the reduced part-time hours plan works out.

Director Kwiatkowski stated:

- a. most of account 271-790-703.000 will cover the shortages in the other full-time personnel lines. No board action is being sought at this time.

Trustee Borucki reviewed revenue and expenditure numbers and Investment Manager – Insight and MI Class Edge Investment results through May 31, 2026. As of May 31, 2026, YTD Total Revenues: \$2,035,957.84; YTD Total Expenditures: \$981,167.73; YTD Total Net Revenue vs Expenditures \$1,054,790.11; Investment Manager – Insight: \$1,039,902.08; MI Class Edge: \$663,005.27; Total Cash: \$1,950,125.16; Investment Manager - Insight May 31, 2025: \$859,748.08; Investment Manager - Insight May 31, 2026: \$1,039,902.08; Difference: \$180,154.00; MI Class Edge May 31, 2025: \$542,486.33; MI Class Edge May 31, 2026: \$663,005.27; YTD Difference: \$120,518.94.

Trustee Schie highlighted the strong return on investments and suggested considering allocation options in a future Finance Committee meeting.

Trustee Borucki recommends that the Board of Trustees accept the monthly financial statement and report as presented for the month of May 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 Detroit Lions confirmed the AHPL, along with 14 other libraries, as an official summer reading partner.
 - ii. Several staff visited local businesses in May to follow up on the donation letters sent regarding Summer Reading. Additional sponsors include Costco, Top Golf, and the Detroit Tigers.
 - iii. The Youth Services team temporarily paused regular programming during May to focus on promoting the upcoming Summer Reading program in local schools. Staff visited most elementary schools in the district, interacting with 1769 students. In addition, Kim and Jess visited Avondale High School to promote Summer Reading and other Library resources available to teens, families, and educators, connecting with approximately 140 people. Outreach efforts have contributed to 166 Summer Reading preregistrations so far, a 49% increase compared to this time last year.
 - iv. Kari and Angelina (Support Services) had two off-site programs in May, doing sand art with six residents at Willowbrook and four at Courtyard.
 - v. Staff have been finalizing plans for our Summer Reading Kickoff scheduled for Friday, June 12, from 6 – 7:30 pm under the Seyburn Pavilion. Planned highlights include snacks, face painting, a rock-climbing wall, and games.
 - vi. Our DIA InSideOut art piece was installed on May 14. We will have a reproduction of *Untitled* by Roberto Montenegro on display until October.
 - vii. The Youth Services department launched a board book braille collection with 32 titles.
 - viii. Based on a patron's suggestion, Beth, with the help of the Adult Services department, held a craft supply exchange. Our generous patrons donated gently used craft supplies in the weeks leading up to the event. We received enough donations to fill our community room, and we had 65 visitors on the day of the program.
 - ix. Updated flags with the correct AHPL colors, and our strategic plan have been installed on six light poles around the Library. Northern Sign Co also refreshed our monument sign.
 - x. IT coordinated a free premium SmugMug account for the Library to begin storing photo and video content from programs. Patrons will also be able to upload their own content via a QR code.
 2. Create library spaces that welcome and inspire
 - i. Approved chair rail stain and fax/scan/copy/print center furniture.
 - ii. Most furniture for the patio has been installed and is open to the public.

3. Empower Library staff and Board members
 - i. Christina completed training in BS&A in payroll and invoicing and can now complete critical weekly and monthly tasks in Kathleen's absence.
 - ii. Each department competed by submitting a bio to name our summer reading dinosaur. Each biography included a name, birthday, favorite food, favorite book, favorite hobby, and a dramatic backstory.
 - iii. Staff from the Rochester Hills Public Library visited the AHPL and presented a refresher to staff on the Oakland Talking Book Services (OTBS).
4. Miscellaneous
 - i. Director Kwiatkowski applied to be a speaker at the Michigan Library Association all conference with the Library's strategic planning consultant from Fast Forward Libraries. Fast Forward will present on the importance and value of strategic planning, and Director Kwiatkowski will present on the practical implementation and tracking progress.
 - ii. Regarding statistics, Director Kwiatkowski highlighted strong youth outreach attendance and the addition of the notary services.
 - iii. Lions vision screening is scheduled for June 13.
 - iv. Trustee Schie acknowledged the many positive patron comments about Mary's lost and found program.
- b. Friends of the Library
 - i. Book Nook is highlighting summer reads.
 - ii. Donations continue via drop off and pick up. The Friends raise additional funds by giving donated wish list books to Goodwillbooks.com. The Library receives 50% of all the sold books less half the shipping charge. Annually, this typically yields the equivalent of what is raised in the Friend's Book Nook.
- c. Committee Reports – none

8. Old Business

- a. None

9. New Business:

- a. Motion to accept and file 2025 financial statements

Trustee Borucki motions to accept and file the 2025 financial statements as presented and Trustee Matthews seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

- b. 2026 personnel budget – Director Kwiatkowski reviewed the 2026 personnel budget

- c. Parking lot – Director Kwiatkowski informed the board that there will be full parking lot reconstruction scheduled to begin later in June.

10. Comments from the Board: Discussion about classic book cataloging and circulation.

11. Adjournment: President Schie adjourned the meeting at 8:04 pm.