Auburn Hills Public Library Board of Trustees Regular Meeting

UNAPPROVED MEETING MINUTES

Monday, August 10, 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 Matthews

Trustee Reynolds was absent with notice.

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 1

3. Approval of Draft Agenda by President Schie:

Trustee Bossert moves to approve the draft agenda as presented and Trustee Borucki seconds.

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

NO: NONE MOTION CARRIED: 5 - 0

4. Approval of Meeting Minutes:

a. Regular Meeting Minutes – Monday, July 13, 2026

Amendments:

Approval of Draft Agenda by President Schie - remove Trustee Reynolds from the vote since she was absent with notice:

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

Reports a. 3. iii. - correct spelling:

> Jess received her Level 2 ~~Libarian's~~ Librarian's Professional Certification for the Library of Michigan.

New Business – capitalization:

> a. Schedule a ~~f~~inance ~~c~~ommittee to read Finance Committee
>
> b. Schedule a ~~p~~ersonnel/~~r~~eview ~~c~~ommittee to read Personnel/Review Committee

Trustee Matthews moves to approve the July 13, 2026, Regular Meeting Minutes as amended and Trustee Barnes seconds.

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

NO: NONE MOTION CARRIED: 5 – 0

b. Director Review Committee Meeting Minutes – Monday, July 27, 2026

Amendments: Account for attendance of Christina Bowers, Assistant Director

Guests ~~0~~ 1

Director Review Process Outline first bullet - capitalize "board"

- The process will begin with the Element One – Development Review Employee Input Form and Director Report Survey, which will be presented to the full Board at the Monday, August 10th, general ~~board~~ Board meeting.

Standardize font throughout.

Trustee Bossert moves to approve the July 27, 2026, Director Review Committee Meeting minutes as amended and Trustee Matthews seconds.

VOTE: YES: Trustee Schie, Trustee Bossert, Trustee Borucki, Trustee Barnes 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, and Director Kwiatkowski provided answers:

Q: On page 12 of the GL Activity Report for the City of Auburn Hills, what was check 1194319 for $10,700.00 for?

A: Our payment to Yeo & Yeo for the annual audit.

Q: On page 12 of the GL Activity Report for the City of Auburn Hills, what was check 1194436 for $13,201.54 for?

A: Our total credit card statement for July. This includes things like shredding services, printing, operating supplies, and programming deposits.

Q: On page 14 of the Balance Sheet Report for the City of Auburn Hills, what were the amounts we transferred into the two investments?

A: Both transfers of $150,000 to Investment Manager – Insight and $100,000 to MIClass Edge were done at the beginning of the year in February.

Trustee Borucki reviewed revenue and expenditure numbers and Investment Manager – Insight and MI Class Edge Investment results through July 31, 2026. As of July 31, 2026, YTD Total Revenues: $2,363,547.02; YTD Total Expenditures: $1,388,703.65; YTD Total Net Revenue vs Expenditures $974,843.37; Investment Manager – Insight: $1,042,395.08; MI Class Edge: $667,206.34; Total Cash: $1,864,544.82; Investment Manager - Insight July 31, 2025: $865,091.08; Investment Manager - Insight July 31, 2026: $1,042,395.08; Difference: $177,304.00; MI Class Edge July 31, 2025: $545,845.06; MI Class Edge July 31, 2026: $667,206.34; YTD Difference: $121,361.28.

Notes: Building lease is up-to-date.

Trustee Borucki recommends that the Board of Trustees accept the monthly financial statement and report as presented for the month of July 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. Mary, Christina, and Director Kwiatkowski met with the Community Center staff to further define our partnership between our organizations and establish clear expectations for working together. Moving forward, Lindsey and Mary will meet with Recreation and Senior Services staff before each newsletter to better coordinate programming. Although this partnership is not new, it is being evaluated due to new leadership at the Community Center.
      ii. Detroit Lions donated 60 preseason game tickets for reading incentives and 20 tickets to the Training Camp Activity Days for reading incentives and 20 tickets to the training camp activity days.
      iii. Genysis Credit Union sponsored the Adopt-A-Dino program by donating $500.
      iv. Youth staff hosted Community Center campers several times throughout July.
      v. July's Summer Reading statistics reached 560 total program registrations compared to 456 during the same period last year.
      vi. Despite being closed for parking lot renovations, the Library pivoted and moved forward with many programs that were well attended.
      vii. Beth presented her last Creative Crafting program before retiring on July 30.
      viii. July's passive *Would You Rather* program participation totaled 2,110.
      ix. Little Listeners storytime program continues to be popular and is well attended.
      x. The Reed Adventure Kits available at each service desk encourages patrons to take Reed, our Summer Reading dinosaur, on their vacations and share photos of his adventures.
   2. Create Library Spaces that Welcome and Inspire
      i. During the parking lot reconstruction, staff took the opportunity to organize, clean, declutter, and patched and painted several damaged walls around the building.
      ii. At the Library's request, a new "no swimming, ice skating, or fishing" sign has been installed by the pond.

   3. Empower Library staff and Board members

    i. Jess organized spirit days during parking lot construction, which encouraged staff to have a little fun during an unexpected time.
    ii. Kim and Kari organized an after-hours staff game night. Additional staff events are planned in the coming months.
    iii. Many staff attended a training session from the Oakland Literacy Council.

4. Miscellaneous
    i. The State's 2027 budget has a one-time increase in state aid for libraries ($375,000) plus an additional one-time increase for MeL (also $375,000).
    ii. Oakland County Parks accepted our grant application for Putt It! a mini-golf setup for our Summer Reading finale.
    iii. Statistics Report – despite the Library closure, statistics remained strong with little variance. The Board commended the entire Library staff for pivoting and executing patron services and programming.

b. Friends of the Library
    i. The next book sale will be held in November.
    ii. Back-to-School books, including dictionaries and textbooks, will be featured in Book Nook.
    iii. Donations continue to be processed.

c. Committee Reports
    i. Director review – Trustee Matthews provided an overview of the Committee's recommendations.
    ii. Finance - Trustee Borucki provided an overview of the 2027 Annual Budget draft.

8. Old Business

a. 24-Hour Lending Library (Julianne) – Julianne and Head of IT, Amanda Parry met with an Envisionware representative to explore a vending machine-style library. Envisionware is the same software that is used in the hold lockers. Considerations include measure of success, durability, lifespan, staffing, launch timeframe, electrical and internet requirements, troubleshooting, sponsorship possibilities, public considerations from previously gathered research, liability insurance, maintenance, alternatives such as library partnerships, network memberships, bookmobiles, library lockers, and popups. Next step actions include review of survey data conducted in 2020 and 2025, noting that the pandemic impacted public response, gathering public and private location possibilities, and collecting feedback from Novi Public Library on their existing self-service library kiosk.

b. Director Review – Discussion on edits to the Direct Report Survey 2026, utilization of the ElementOne form, and due date of Friday, 9/4/26 for both Director Kwiatkowski and staff, and review of how the Development & Assessment Form should be filled out and tabulated.

9. New Business:

a. 2026 Quarterly Activity Update - Director Kwiatkowski provided a progress report for each activity. The Board commended the team for consistent progress.

10. Comments from the Board: no additional comments

11. Adjournment: President Schie adjourned the meeting at 8:40 pm.