

Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MEETING MINUTES

Monday, September 14, 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

Director Kwiatkowski was absent with notice.

Also present: Assistant Director Bowers, Stenographer Barney

Guests: 1

3. Approval of Draft Agenda by President Schie:

Trustee Borucki added a New Business topic, d. TLN Trustee Summit - April 23, 2027.

Trustee Bossert moves to approve the draft agenda 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

4. Approval of Meeting Minutes:

a. Regular Meeting Minutes – Monday, August 10, 2026

Trustee Reynolds moves to approve the August 10, 2026, Regular Meeting Minutes as presented, 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

b. Finance Committee Meeting Minutes – Monday, August 10, 2026

Trustee Borucki moves to approve the August 10, 2026, Finance Committee Meeting Minutes 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

5. Call to the Public: Employee Lissa Andrews is present to observe as part of a class assignment for her Master of Library Science degree.

6. Financial Report:

Trustee Borucki noted the following, and Director Kwiatkowski provided answers:

Q: Revenue and Expenditure Report

P 11 – the accounts with Classification “51” may need adjustment in November.

A: Yes, we will make budget amendments at the December Board meeting.

Q: Revenue and Expenditure Report

P 12 – 271-790-933 Equipment Maintenance. Did we have a major repair bill?

A: Not a major repair but estimated equipment maintenance this year was higher than anticipated, specifically for Envisionware (lockers, self-checkout machines, RFID pads). There will be a budget amendment for this line in December.

Q: GL Activity Report for the City of Auburn Hills

P 13 – What was check 812732 for \$37,699.32 for?

A: The incoming 2026 penal fine check is a credit for the Library, not a cost.

Trustee Borucki reviewed revenue and expenditure numbers and Investment Manager – Insight and MI Class Edge Investment results through August 31, 2026. As of August 31, 2026, YTD Total Revenues: \$2,511,398.06; YTD Total Expenditures: \$1,589,347.02; YTD Total Net Revenue vs Expenditures \$922,051.04; Investment Manager – Insight: \$1,042,893.08; MI Class Edge: \$669,360.97; Total Cash: \$1,806,943.95; Investment Manager – Insight August 31, 2025: \$872,938.08; Investment Manager - Insight August 31, 2026: \$1,042,893.08; Difference: \$169,995.00; MI Class Edge August 31, 2025: \$548,925.85; MI Class Edge August 31, 2026: \$669,360.97; YTD Difference: \$120,435.12.

Trustee Borucki reminded the Board of the initial \$100,000 and \$150,000 investments in the MI Class Edge, Investment Manager Insight, respectively, make up the majority of the increases in the accounts year to year.

Trustee Borucki recommends that the Board of Trustees accept the monthly financial statement and report as presented for August 2026. It was accepted by the Board.

7. Reports

- a. Director Report: Assistant Director Bowers 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. Staff attended National Night Out on August 11 and met with the new Superintendent of Avondale Schools.

- ii. Summer Reading concluded with donations from 30 local businesses as listed on page 23. Handwritten thank-you letters were sent to donors.
 - iii. Staff shared Library resources and events at Avondale's Middle School and High School freshmen orientations.
 - iv. Staff interacted with new parents and shared library resources at a Bridge the Breastfeeding Gap event sponsored by Oakland County.
 - v. Staff participated in this year's Community Health & Wellness Expo sharing information about the Michigan Activity Pass and Learn It Live resource.
 - vi. Our Summer Reading finale party took place on August 8 under the Seyburn Pavilion with numerous events including Putt-It! Mini golf made available by the RAPP (Recreation Assistance Partnership Program) Grant from Oakland County Parks.
 - vii. Kim launched a new ongoing reading program for teens called 25 Genres Before Graduation, encouraging teens to read books for joy and not a chore.
 - viii. Weekly shredding service is discontinued due to increased costs and volume that patrons bring. Instead, large shred events will be sponsored by the Library throughout the year, with events already scheduled for October 3, 2026, and April 24, 2027.
 - ix. Receptions for the Youth Services Tiny Art Show and the Adult Services Art in the Hills had strong attendance.
 - x. The 24/7 Hold Lockers have finally been wrapped after many months and are awaiting installation cleanup. A potential new sign installer has been contacted for 2027 projects.
2. Create library spaces that welcome and inspire
 - i. Outdoor path maintenance behind the Library has been completed by the City.
 3. Empower Library staff and Board members
 - i. Many staff attended an all-staff Summer Reading finale meeting to review this year's event and consider improvements and brainstorm ideas for 2027.
 - ii. Representatives from each department met to plan the staff in-service day scheduled for October 12.
 - iii. Many staff attended a training session from CARE House of Oakland County, a 501(c)(3) dedicated to child advocacy.
 - iv. Mary attended the next session of her Leadership Academy course on August 12, which included topics on public communication and common legal issues that occur in libraries.
 - v. Kim attended the Michigan Association of School Librarians' Summer Book Camp, learning about trends in manga and young teen literature.

Trustee Schie commented that the weeds in and around the pond need to be removed by the City.

b. Friends of the Library

- i. Donations continue to be processed weekly. We received a large donation from the Blomfield Hills Library Friends.
- ii. Back-to-School books are featured in the Book Nook.
- iii. The next book sale will be held November 11 – 14.

- c. Committee Reports - none

8. Old Business

- a. 24-Hour Lending Library – discussion continued regarding follow-up on Amanda’s research and an inquiry with the Novi Library. Assistant Director Bowers reported that RHPL is considering an AutoLend Library Kiosk, similar to a Redbox, for installation inside the Kroger at Adams and Silverbell. A vendor representative will meet with AHPL on September 23. The kiosk offers the same book capacity as Novi’s vending library but has a smaller footprint and lower cost (\$62,500 plus \$4,000 annual maintenance). Additional considerations include leasing versus purchasing, patron usage tracking, maintenance needs, and the potential to deploy multiple kiosks at locations throughout Auburn Hills, such as parks and daycare centers.
- b. Director review – Trustee Matthews distributed printed feedback from three of seven direct reports, all of which was positive. The Board requested feedback from the remaining direct reports. Assistant Director Bowers will email outstanding department heads and ask them to submit feedback directly to Trustee Matthews by September 18. Trustee Matthews will compile any additional responses and share them with the Board, which will then complete the Element One evaluation form.

9. New Business:

- a. 2026 Summer Reading recap – Assistant Director Bowers presented the statistics as outlined in the board packet, which included a 27% increase in registrations overall.
- b. Review and approve 2027 holidays – discussion of the possibility of adding library closing days around Thanksgiving and Christmas for employees to have a 3-day weekend. Before making a final decision, patron usage data from prior years and the City’s holiday schedule will be reviewed.

Trustee Bossert moves to accept the 2027 approved holidays as presented, and Trustee Reynolds seconds.

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

NO: NONE

MOTION CARRIED: 6 - 0

- c. Schedule Budget Hearing for October – scheduled for 6 pm on Tuesday, October 13, before the Board meeting.
- d. The Library Network Trustee Summit - April 23, 2027 – 10 am – 3 pm in Livonia, Michigan. Several trustees plan to attend. The summit will convene the TLN board and representatives from member libraries’ boards to learn about and discuss current issues and best practices.

10. Comments from the Board: The Board welcomed Trustee Reynolds back.

11. Adjournment: President Schie adjourned the meeting at 8:00 pm.