Auburn Hills Public Library Board of Trustees Regular Meeting

APPROVED MEETING MINUTES

Tuesday, October 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 Reynolds, Trustee Barnes, and Trustee Matthews

Also present: Director Kwiatkowski, Stenographer Barney

Guests: 1

3. Approval of Draft Agenda by President Schie:

Trustee Borucki moves to approve the draft agenda 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

4. Approval of Meeting Minutes:

a. Regular Meeting Minutes – Monday, September 14, 2026

Clarify the Financial Report to read: "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 Barnes moves to approve the September 14, 2026, Regular Meeting Minutes 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

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

6. Financial Report:

Trustee Borucki inquired about the following on the GL Activity Report for the City of Auburn Hills, and Director Kwiatkowski provided answers:

Q: What was check 4015572(A) for $8,366.00 for?

A: This was for the second payment to ISCG for the patio installation now that it is complete.

Q: What was check 4015575(A) for $13,209.00 for?

A: This was a payment to Library Design for the several projects they completed in September and covers multiple invoices:

- Community resource center - $3,589.00
- New materials shelving - $6,020.00
- Print/scan/fax/copy station - $3,420.00

Trustee Borucki reviewed revenue and expenditure numbers and Investment Manager – Insight and MI Class Edge Investment results through September 30, 2026. As of September 30, 2026, YTD Total Revenues: $2,520,378.01; YTD Total Expenditures: $1,777,636.43; YTD Total Net Revenue vs Expenditures: $742,741.58; Investment Manager – Insight: $1,045,193.08; MI Class Edge: $671,538.49; Total Cash: $1,623,159.99; Investment Manager – Insight September 30, 2025: $875,073.08; Investment Manager - Insight September 30, 2026: $1,045,193.08; Difference: $170,120.00; MI Class Edge September 30, 2025: $550,833.61; MI Class Edge September 30, 2026: $671,538.49; YTD Difference: $120,704.88.

Trustee Borucki recommends that the Board of Trustees accept the monthly financial statement and report as presented for September 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. Staff met with the lead programmers at the Community Center to coordinate programming efforts.
        ii. Handwritten thank-you cards and gift baskets were delivered to the Summer Reading Program sponsors.
        iii. Staff represented the Library at the following community events: Reels by the Riverside, Avondale High School's Curriculum Night, Oakland University's Kresge Library to promote e-Cards, and bingo events at Willowbrook Hills and Courtyard.
        iv. The Youth Library of Things launched and includes equipment like Tonies, iPads, and Sphero.
        v. New genre labels are being added to all collections to improve accessibility and browsability.
        vi. Braille books were donated from Seedlings to the Youth collection.
        vii. Escape Rooms continue to be popular with the teen patrons, and the latest event in partnership with Student Leadership Services had full registration and attendance.
        viii. The September Patron Point email had a 40% open rate.
    2. Create library spaces that welcome and inspire

i. Projects completed in September included the new materials area in the Adult Department, community resource nook, new print/scan/fax/copy station, and the installation of the activity boards on the patio.
ii. New appliances were installed for the kitchenette renovations.
iii. The City installed an electrical fire extinguisher in the Tech Studio at the Library's request.
iv. There are still 14 open items to be completed around the Library's parking lot.

3. Empower Library staff and Board members
   i. Job postings for an Adult Specialist and an IT Specialist received a very positive response, with 17 applicants for Adult Specialist and eight for IT Specialist.
   ii. The In-Service Committee finalized plans for staff development day.
   iii. Staff attended various programs, including a Puppetry Workshop at the Bloomfield Township Public Library, the Guild of Library Makers (GoLM) conference, and the Youth Employment Permit Portal (YEPP) training session.

4. Miscellaneous - The Library received a $2,000 donation and its first quarterly revenue share from our new vending machine contract for $50.69.

b. Friends of the Library
   i. Preparing for the upcoming book sale November 11 – 14
   ii. History and biographies will be featured in the Book Nook.
   iii. Donations continue to be processed weekly.

c. Committee Reports – none

8. Old Business

a. 24-Hour Lending Library – discussion included reviewing a comparison chart featuring specifications for the two models under consideration along with feedback notes Director Kwiatkowski gathered from a conversation with Novi's Library Director. Collection data, maintenance costs, location options, public feedback, and community partners were also discussed.
b. Director review –Trustee Schie reminded the Board to complete and submit their review input for next month's closed session.
c. 2027 Holidays – the Board discussed the possibility of giving staff additional days off around the winter holidays by considering patron traffic over the past three years and City hours; however, because additional days off would be considered unpaid, the Board passed on the idea so staff would not be negatively impacted. The 2027 Library Closings schedule will remain as approved at the previous meeting, except for a different 2027 in-service date to be presented at the next meeting.

9. New Business:

a. Review and approve the 2027 budget and levy request

Trustee Borucki moves to approve the Auburn Hills Public Library 2027 budget resolution and levy request as presented, and Trustee Reynolds seconds.

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

NO: NONE MOTION CARRIED: 6 - 0

10. Comments from the Board: The Board commended Director Kwiatkowski for doing a great job with the budget and thanked Christina Bowers for stepping in for the previous month's meeting.

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