

**Rochester Hills Public Library
Board of Trustees Meeting**

October 9, 2023

- I. The Board of Trustees of the Rochester Hills Public Library held a regular meeting on Monday, October 9, 2023. The President called the meeting to order at 7:02 pm in the boardroom of the library. The presiding officer was Madge Lawson.

A quorum of the board was present including Bob Bonam, Melinda Deel, Anne Kucher, Julianne Reyes, and Chuck Stouffer.

Guests included Library Director Juliane Morian and Oakland Township Library President, Michael Tyler and Alice Moo, City of Rochester liaison.

One member of the public was present.

- II. Public Comments - none

- III. Minutes

- A. Mr. Stouffer made a motion to approve the agenda with one clerical change (typo), which was seconded by Ms. Deel. The board unanimously approved the minutes as corrected.

- IV. Treasurer's Report was reviewed and filed.

- V. Monthly Bills

- A. On a motion by Mr. Bonam, which Ms. Deel seconded, the board unanimously approved the monthly bills for September 2023, which totaled \$353,800.68 with no discussion.

- VI. Communications

- A. The board reviewed and filed the communications with minor discussion.

- VII. Director's Report and Statistical Report

- A. The board reviewed and filed the director's and statistical report with minor discussion on bookmobile service and alternate outreach options.

- VIII. Committee Reports

- A. Centennial Celebration Committee – Ms. Morian stated that library history book would be ordered later this week and is scheduled to be completed by mid-November. The library will purchase 200 copies, hold 50 in reserve for various giveaways, and sell the remaining 150 copies at \$10 each in the Friends store. Ms. Lawson said she proposed having one activity a month to commemorate the centennial and will discuss additional ideas with Ms. Morian.

- B. Director's Evaluation is on track for a final report in November.

C. Finance Committee – Mr. Bonam reported that the Finance Committee met on Thursday, October 6th to discuss short and long term capital projects and make a recommendation on the proposed MGT-18 Fund Balance Policy.

D. Policy Committee

1. On a motion by Ms. Kucher, which Ms. Reyes seconded, the board unanimously approved Pay-4 Holiday Pay Policy as presented in the second reading with no additional discussion. This policy will go into effect on January 1, 2024.

2. On a motion by Mr. Stouffer, which Ms. Reyes seconded, the board discussed the second reading of MGT-18 Fund Balance policy with recommended edits by the Finance Committee.

a. Mr. Bonam stated that the Finance Committee recommended striking a line from the first version of the policy that would have required committed funds be used within the fiscal year and affirmed the Government Finance and Accountant Office's best practice of maintaining at least 16.7% of operating revenue for unrestricted fund balance. Finance Committee recommended rounding that figure to 17%.

3. Mr. Tyler advocated for a version of the Fund Balance policy that specified the specific procedure for setting aside portions of fund balance within the permitted categories of Committed Fund Balance and Assigned Fund Balance and that also enumerated dollar amounts or percentages for various projects within the policy. Discussion ensued regarding how to be transparent to the public and the pros and cons of setting policy at broad versus specific levels. Ms. Morian confirmed that fund balance allocations would be reported on monthly treasurer reports.

4. Ms. Lawson ended the discussion by calling for a vote and the board unanimously approved MGT-18 Fund Balance Policy as presented in the second reading.

IX. Other Business

A. Ms. Morian presented a capital projects overview for the board and requested a discussion on projects to assign to 2024. Board members agreed that lobby renovations were needed, but it would impair access to the building during a celebratory year and amidst commitments for the early voting site. Most board members were in support of renovating the second floor with new furnishings and other minor renovations elements because staff could better control the timeline and the furnishings were due for replacement (since many items are 45 years or older and have been repaired/reupholstered once already).

B. Mr. Stouffer asked the board to consider adding two brass plaques to the library, one denoted the board members that planned for and oversaw the library expansion in 2015, and one for the Eagle Scout that assisted with installing the garden path cut through. The Board tabled it for consideration at a future meeting.

X. Board Comments

A. Ms. Deel expressed appreciation for the presentation that Ms. Morian prepared and was very excited about the prospect of a renovated space to present to the public during an important and celebratory year for the library.

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- B. Ms. Lawson reminded board members that she would like to receive each of their evaluations of the library director within the next couple of days.

- XI. Questions from the Liaisons
 - A. Mr. Tyler stated that he also appreciated the planning work that went in to all the options for library renovations, and that he supported the idea of exploring books by mail as a form of outreach services to the community at large.

- XII. The regular meeting adjourned at 9:00 pm.

Anne Kucher, Secretary