



## Minutes

### Royal Oak Public Library Board of Trustees

March 18, 2025, 7:00 p.m.  
Royal Oak Public Library Friends Auditorium  
222 East Eleven Mile Road  
Royal Oak, MI 48067

Present: Melanie Macey  
Shannon Carlson  
Elaine Asher  
Michelle Cook  
Lauren Jasinski  
Christine Jones  
Shannon Tierney  
Amanda Woods

Absent: Joshua Sipes

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#### 1. Call to Order

The meeting was called to order at 7:03 pm.

#### 2. Announcements/Communications

None

#### 3. Public Comment

None

#### 4. Approval of Agenda

Moved by: Michelle Cook  
Seconded by: Shannon Carlson

Motion to approve the agenda.

Motion Adopted

#### 5. Approval of Minutes

Moved by: Lauren Jasinski  
Seconded by: Elaine Asher

Motion to approve the minutes of the February 25, 2025 strategic planning subcommittee, the February 25, 2025 Library Board meeting, and the March 4, 2025 Policy subcommittee.

Motion Adopted

**6. Financial Reports**

**7. Director and Staff Report**

**8. Subcommittee/Program Reports**

**8.a Policy Subcommittee**

Trustee Carlson shared that the policy subcommittee met on March 18, 2025 and discussed potential changes to the Patron Behavior Policy to allow dogs in the library. The committee did not change the policy.

**8.b Budget Subcommittee**

Trustee Jones shared that updated numbers were recently shared with the budget subcommittee without significant changes from what had been previously presented.

**8.c Friends of the Library Liaison**

Trustee Jasinski attended the Friends Board meeting on March 17, 2025. She shared that they are in need of volunteers. They are also seeking new members. Ken is looking for someone who would be willing to learn about selling more valuable materials online.

**9. New Business**

**9.a Fiscal year 2025-26 Budget proposal**

Director Irwin presented the proposed Fiscal Year 2025/26 Budget.

Moved by: Christine Jones

Seconded by: Michelle Cook

Motion to accept the proposed fiscal year 2025/26 budget as presented.

Motion Adopted

**9.b Revision of Policy 5.50 Library Schedule of Fees**

The Board reviewed Policy 5.50 Library Schedule of Fees.

Moved by: Elaine Asher

Seconded by: Michelle Cook

Motion to approve the new schedule of fees with a twenty-five (\$25) dollar increase to non-resident fees and a removal of book bags, effective July 1, 2025.

Motion Adopted

**9.c Revision of policy 3.10 Auditorium and Meeting/Study Room Policy**

Moved by: Shannon Carlson

Seconded by: Michelle Cook

Motion to accept the proposed revisions to Policy 3.10 Auditorium and Meeting/Study Room Policy as presented.

Motion Adopted

**9.d Library Security Camera Upgrade - bid approval**

Moved by: Elaine Asher

Seconded by: Amanda Woods

Motion to approve the bid from MOSS for the Capital Improvement Project for the security camera upgrade at a cost of \$58,224.96.

Motion Adopted

**9.e Declare items as surplus**

Moved by: Michelle Cook

Seconded by: Shannon Carlson

Motion to declare 6 HP v221 monitors with power cords as surplus.

Motion Adopted

**10. Adjournment**

The meeting was adjourned at 8:12pm.