

PONTIAC PUBLIC LIBRARY BOARD OF DIRECTORS MEETING
APRIL 21, 2015
3:00 P.M.

The meeting was called to order by Chairman Rosie Richardson. Roll Call: Trustee Allen, present; Trustee Duvall, present, Trustee Duvall, present; Trustee Jenkins, present; Trustee LeDuff, absent; Trustee Richardson, present; Trustee Waterman, absent. A quorum was present. Trustee LeDuff arrived 3:30 p.m. Prayer was offered by Trustee Jenkins.

The Chair Called for a motion to approve the agenda. The Chair asked that Public Comment to Public Comment. *Motion made by Trustee Duvall, seconded by Trustee Jenkins. Roll Call; Allen, yes; Trustee Duvall, yes; Trustee Jenkins; Trustee Richardson, yes. Motion carried.*

The Chair called for a motion to approve the March 26, 2015 meeting minutes. *Motion made by Trustee Duvall, seconded by Trustee Allen. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee Richardson, yes. Motion carried*

CHAIRMAN'S REPORT

The Chairman shared information regarding the Fresh Food Share initiative. The chair shared a brochure indicating the sizes, cost and order scheduled. She also encouraged each member to place their orders by May 8th so that the vegetables and fruit will be delivered May 15th. She also stated that after placing and receiving orders of either fruits and vegetables or a combination of four orders, the fifth basket will be free. Fresh Food Share representatives will also be holding demonstrations on how to prepare the food and smoothies during the time the Pancake Pavilion is open. All the fruits and vegetables are grown in Michigan.

Unique Food Management will be holding workshop on the process of securing the Pancake Pavilion for fundraisers on April 25th, and another one on Tuesday, April 28th at 6:00 p.m. The applications will be updated so people will know how to apply. The Library will be holding an "Opening Day Fundraiser" on May 30th.

Samples of the new Uniform Budget were provided to board members. The State recommends that a uniform budget is easier to read and other libraries are using it as well.

The Retreat has been scheduled for the second and third week of September. Additional information to be forth coming.

The Chair reported that she will be constructing a letter regarding the credit union account and will be sharing copies with the board.

The Chairman shared a copy of the previous Board of Trustees financial report and the current board's report. The accountant will be meeting with the board every fourth Wednesday of the month to go over the financial report.

The signs for the Free Little Libraries now have a charter on them which will be recognized internationally. There will be an inductions ceremony conducted during the Summer Reading Program in June.

The American Library Association forwarded an application for the Latino American's 500 years of History grant award to fund Latino American with programs and books.

The Cinco De Mio Celebration will take place on Saturday, May 2nd.

Motion to accept Chairman's report made by Trustee Duvall, seconded by Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes. Motion Carried.

LIBRARY DIRECTOR REPORT

The Library Director states that she has been working the organizations regarding developing partnerships for our spring and summer programs. The newsletter has gone to print. There is a new format that places all of the activities under the months they will be taking place instead throughout the newsletter. The cover is dedicated to the Summer Reading Kickoff.

Additional efforts are continuing the work on the Teen Zone. The wiring for the internet is being installed. Currently they are working on wireless.

Working on the budget for the Library. We are already working from the Uniform Budget. Each department will have a part in the budget.

The Library Director is doing a lot of outreach for the Cinco Di Mio Celebration which will have dancers, piñatas and food to the Hispanic community. The Board is encouraged to attend this celebration.

The Summer Movie program will have a "Super Hero" theme, and will be held in conjunction with the Summer Reading Program and Meet Up and Eat Up. Storytellers will be coming in during this summer series. Additionally, box dinners will be provided during the Movie Series.

Services for the Visually Impaired are currently being developed, as well as to Bound readers.

Motion to accept the Library Directors Report made by Trustee Duvall, seconded by Trustee Allen. Roll all; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee LeDuff, yes; Trustee Richardson yes. Motion carried.

PUBLIC COMMENT

One resident stated that she is glad that the Library is considering the program for the Visual Impaired, and the Fresh Food Initiative.

Mrs. Randolph cautioned the Library Board regarding donated food, and that the library becomes liable when served if it is not being served by the donator.

NEW BUSINESS

Mr. James from James Asphalt presented his proposal for the repair of the parking in response to the RFP that was issued. Mr. James was the only one to respond. Trustee Duvall asked if he had references. Chairman Richardson asked Mr. James to provide copies of his references and Certificates of Liability to the Library Director. Trustee LeDuff asked if there was any guarantee for his work. Discussion was held regarding any potential repairs. Mr. James stated that a guarantee for three years would be included in the contract, as well as the area near the Pancake Pavilion.

Trustee LeDuff requested that the agenda also include items that have been previously discussed and not acted up. Trustee Duvall stated that the detail relevant to the agenda is included in the minutes. The Chairman stated that she was using the Robert's Rules of Order Agenda. Trustee LeDuff stated that she would like to specific bullet point topics under the proper heading such as action items. Trustee Jenkins suggested that any agenda items be added to the agenda prior to approving the agenda.

Discussion regarding contracts. A motion was made by trustee LeDuff to review contracts 30-60 days prior to renewal, seconded by Trustee Duvall. Roll Call: Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee LeDuff, yes; Trustee Richardson, yes. Motion carried.

Trustee Jenkins suggested that we address the policy and procedure regarding Board member attendance. The Chairman suggested that we meet informally to discuss establishing Policy and Procedures. It was suggested that we have a Special Meeting regarding Policy and Procedures. The date for this meeting will be determined.

ANNOUNCEMENTS

Trustee Duvall announced Welcome Missionary Baptist Church Health Fair. Trustee Duvall stated that she will drop-off the Pontiac School District Newsletter. Chairman Richardson thanked Trustee LeDuff for inviting Nicolette and her group who will be planting plants and vegetables around the Library.

Trustee Duvall motioned for adjournment. Roll Call: Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee LeDuff, yes; Trustee Richardson, yes. Motion carried.

Submitted

May 27, 2015



Juliene Jenkins, Secretary
Pontiac Public Library Board of Directors