

Pontiac Public Library
Board of Trustees Board Meeting
Thursday, April 23, 2014
10:00 a.m.

The meeting was called to order, April 23, 2014 @ 10:00 a.m. by Board Chair, Rosie Richardson. Roll call was asked by Chair. Roll Call was conducted by Vice Chairman Trustee Joyce Allen, Roll Call: Trustee Joyce Allen, present, Trustee Devita Duvall, present, Trustee Juliene Jenkins, absent, Trustee Evelyn LeDuff, present, Trustee Richardson, present, Trustee Waterman, present. A quorum was present.

Chairman Richardson requested a review of the agenda for approval. Trustee Waterman stated that she had something to add to the agenda and was recognized by the Chair. Trustee Waterman reminded the board of the decision to have a process to obtain a Business Manager, and asked that it be added to the agenda as well as the RFP for the Pancake Shelter Vendor and the report from the attorney. Chair requested a motion to add these items to the agenda. The motion was made by Trustee Waterman, and seconded by Trustee Duvall. Vote was taken on the motion: Roll Call; Trustee Allen, no; Trustee Richardson, no; Trustee Duvall, was fine with it, Trustee Waterman, yes. Chairman Richardson stated that the motion did not pass. Trustee Waterman stated that she did not think that there was a Roberts Rule of Order requires a majority vote for adding items to an agenda. Chairman Richardson requested a copy of Roberts Rule of Order to look it up. Trustee Duvall asked if there was reason that we did not have a recorder. Chairman Richardson provided explanation why there was no recorder. Chairman Richardson reverted back to the April meeting to address the adjournment of the April 3, 2014. Chairman Richardson motioned that the meeting from April 3, 2014 be adjourned. Roll Call: Trustee Allen, yes; Trustee Richardson, yes; Trustee Duvall was not present at that meeting, and Trustee Waterman abstained. The motion was tabled until those members who attended that meeting were present. Trustee Waterman stated that the time change in the April 3, 2014 meeting was an inconvenience. Trustee Duvall also indicated that she experienced an inconvenience as well. Chairman Richardson responded with explanation and that the notice was issued within forty eight hours of the change. Chairman Richardson asked if the minutes from April 3, 2014 had been reviewed for approval. Discussion was held regarding the board meeting minutes.

PUBLIC COMMENT- None

CHAIRMAN'S REPORT

A meeting was held with Honeywell regarding maintenance of both the boiler and air conditioner. They have presented a contract but we have not accepted as of yet. We have received RFP's for Snow Removal and Trash pickup. Chairman Richardson stated that she had spoken with a representative from the State regarding the UIA insurance, payment of money owed has been met and the lien on the building on the building had been removed.

The Credit Union account must have some activity (i.e., deposit of funds) so that it will not be closed. An email sent stated that Mayor Waterman stated that the money belonged to the city. However, the attorney has stated that the money belongs to the library. Trustee Waterman denied knowledge of the email or its contents. Chairman Richardson stated that we also received invoices from the City indicating that we had not paid DTE in three months. An email received indicating that the mayor asked that those bills be forwarded to the library for payment. Trustee Waterman requested a copy of those emails. Chairman Richardson stated that she had forwarded copies of the emails to board members. Chairman Richardson discussed the RFP's from Franks Landscaping & Lawn Service and Currea Landscaping, Inc. Trustee Waterman stated that these were proposals, not RFP's. Trustee Waterman stated that the policy for items involving \$55,000 must have RFP's issued appropriately so that companies would have a chance to bid. Trustee Waterman asked if these were accepted through an RFP and Chairman Richardson stated no, and we would issue an RFP for these services. Chairman Richardson stated that each year, Frank's has been operating for a number of years with his contract simply being renewed. This is also true with Honeywell. Trustee Waterman asked if the board would have a chance to vote on the RFP because it is the prerogative of the board prior to them being posted, and asked that the record reflect this. Trustee Allen asked if previous RFP's had been issued for consultants in the past. Trustee Waterman stated that she had always followed protocol for RFP's. Trustee Duvall asked if we were using a template for RFP's. Chairman Richardson stated that we would use a template, and would have it for the board's review. Chairman Richardson stated that she had not seen any RFP's for contract renewals.

A meeting with the auditors for the 2012, 2013 was held. Will meet again on April 4, 2014. PNC will be providing information and the auditors will be reviewing board minutes. We are also looking into bring in a Financial Manager. There has been submission of resumes for a Financial Manager.

An invoice from Joseph Sabota, City Administrator regarding payments due to the City by the library was addressed. Interim Library Director stated that she had received a phone call from City Finance Director indicating that Mayor Waterman suggested he contact the library regarding the money in the Credit Union account. Chairman Richardson clarified a previous statement in the meeting regarding invoices. One found to be the phone call.

Chairman Richardson stated that she had obtained information from three surrounding libraries regarding the evaluation process of the Interim Director. The evaluation of the Interim Director is due in June. The Chairman suggested that we review these and compile an evaluation that is best suited for the Pontiac Library.

The Chairman provided a copy of the Check Registry. Chairman Richardson stated that she spoke with the attorney regarding the ability to sign checks for vendors. Checks can be paid without approval of a registry, as long as the payments are required. Report

concluded. MOTION: Motion made to accept Chairman's Report made by Trustee Allen, Trustee Duvall was fine with it. Roll Call; Trustee Allen, Yes; Trustee Richardson yes; Trustee Duvall, yes; Trustee Waterman, No. Motion passed. Trustee Waterman questioned the vote to accept the auditor. Trustee Duvall stated that there was a vote on the selection of auditors and that Trustee Waterman was absent from the meeting. Trustee Waterman asked that the attorney submit in writing the approval of the Chairman to write checks without approval of the board. Chairman Richardson stated that because our payables were so delinquent, was it permissible to pay some of the negative balance bills, and that is why she requested consult from the attorney. Trustee Waterman made several comments regarding financials and processes.

INTERIM DIRECTOR'S REPORT

This report contains part of the March report and April. Met with the Hispanic Outreach parenting Class and how they can take part and partner with the Library Program and how to get a library card. We received a copy of the Robert's Rules of Order presented by the Louise Stacks Parliamentarian Unit. Discussion was held regarding the article printed in the Oakland Press. The interim Director discussed her attendance at the National Public Library Association. She also stated that she received a Certificate of Completion of "How to Ruin Your Library's Reputation". She stated that she attended the "Is Your Library Lean?" Additional topics included efficiency, space and how fast you can get the information to the patrons. Attended the adult lunch with Jane Pauley who discussed her new book titled "Your Life's Calling and Reinventing Yourself after Age 50". Additional workshops included "Always Be Circulating; How Public Library's Meet Demand and Increase Use", and "Keep Calm and Carry On; Financial Planning to Avoid Fiscal Pitfalls". The library is in need of updated catalog computers to the Library Network. These computers should be in place by May. Staff has been directed to order catalogs and shelving units, as well as in shifting projects. The repairs on the Pancake Shelter ended in April which included moving a family of squirrels.

In March we held the "Battle of the Books" sponsored by the Yes Foundation. Four schools participated. The team from the Arts and Technology school won first place. The Library provided books marks and the library provided refreshments for the students and parents. Two staff positions were filled and two from the Mature Workers Program as Library Aides.

The Library has credits due to multiple checks being issued last year with the Library Network, in the amount of \$10, 104.15, Road Art, \$2011.15 and Oriental Trading \$54.57. There is a more secure method of handling money.

The Overview as of March 2014, there are beginning and ending balances. Those amendments voted on and approved at the April meeting were added into the budget for this fiscal year. The Interim Director provided a report of monies received by vendors that did not include payroll. She stated that she has met with the auditor, and there had not been reconciliation in approximately a year. There are still some items that need to be address with the assistance of the auditor.

The Chairman asked for discussion of the interim Director's Report. Trustee Allen asked for an explanation of the Center Stage entry. It was explained that it had to do with an activity hosted by the library. Floor recognized Trustee Waterman. Trustee Waterman stated that there were some vendors that she did not recognize. She also addressed the three utility bills for \$11,961.27. Part of this payment was from last year. Trustee Waterman stated that she has not yet received any variance from the line items, and if when she votes are we in line with the budget. Requested a date of completion for the variance comparison. She also asked what the completion date of the 2013 audit. Chairman Richardson stated that we are working with a financial manager to assist in bring everything current financially, and would be meeting with the auditor to find out the completion. Trustee Waterman stated that it is the prerogative of the board to set the date for a public hearing. Trustee Waterman asked if the policy of the board had changed regarding the payments made to vendors. Trustee Allen stated that upon the receipt of shut-off notices, payments are made to avoid interruption of services. The omission of the Check Register to review was made. Chairman Richardson asked for a motion to accept the interim Director's Report. Motion: To accept the interim Director's Report including the Review of Check Registry was made by Trustee Duvall and seconded by Trustee Allen. Roll Call; Waterman, abstain; Richardson, Yes; Duvall, Yes, Allen, Yes. Motion passed.

OLD Business

Trustee Waterman asked about the RFP for the Pancake Shelter she has not seen it or the process for selecting a vendor. Trustee Waterman stated that she wanted to see the RFP for the vendor, who the vendor is, and what the process and terms are for the Pancake Shelter. Chairman Richardson asked Trustee Waterman for the documents and/or letter of agreement for the previous shelter vendor and we have not yet received it. This document could very well set precedence on how the Library Board operates in the future. Discussion was continued regarding the Pancake Shelter vendor. Trustee Allen stated the previous group that operated the shelter was working under the City of Pontiac Department of Recreation that does not exist. Their operation was in her opinion fraudulent. Trustee Duvall stated that we should begin working on an agreement for the Pancake Shelter. Motion: That we have no detailed discussion (special Meeting) on the process for the Pancake Shelter, seconded by Trustee Allen, Discussion; Trustee Waterman stated that this has been going on for three months and resolution should be reached. Roll Call; Waterman, Yes; Trustee Duvall, Yes; Trustee Richardson, Yes; Trustee Allen, Yes. Motion passed.

OLD BUSINESS

Trustee Waterman addressed the issue of getting a Financial Manager. Deferred to Trustee Duvall for new business.

NEW BUSINESS

Trustee Duvall introduced Angela Raines, who was previously Vice President at Community Network Services submitted a resume for the Financial Manager. Trustee Richardson introduced Mary Campbell, Columbus, OH

who also submitted a resume and a referral from the auditors who agreed to work with us to try to get us back on track, Vincent Hardman. This is on a temporary basis. Trustee Duvall asked what the next step would be. Trustee Waterman attempted to move with a motion. Trustee Duvall also stated that she had two individuals who were interested in operating the Pancake Shelter, Tonia Ford, who is a Delta and Rosa Randolph. In addition, Trustee Duvall referenced the historian Esmo Woods and events involving the Sesquennial committee for possible activities for the library. Trustee Waterman addressed the choosing of a Financial Manager. Trustee Waterman also suggested that we come up with a process to obtain an operator for the Pancake Shelter. Trustee Waterman addressed again the operation of the Pancake Shelter. Motion: Trustee Waterman motioned to establish a process for selecting the Financial Manager, all the applicants for nominees be shared with the board members, Trustee Duvall abstained prior to the second. There was no second. Chairman Richardson stated that at this particular time we need someone immediately to work with the auditors. There will be someone acting on a temporary basis. Chairman Richardson stated that the temporary Financial Manager is a part of the audit firm.

On May 3'd, the library will hold a Cinco DeMio celebration at the Library at 1:00 p.m. Chairman Richardson stated that we would be partnering with Snelling to assist in finding employment for some of our library patrons. The Crocheting class will be held, and the resume writing class is taking place. Trustee Duvall stated that we should consider giving some patrons some responsibility at the library. Trustee Waterman thanked those who attended the State of the City Address.

Motion to adjourn was made by Trustee Allen, seconded by Trustee Duvall. Roll call; Trustee Waterman; Yes, Trustee Richardson, Yes; Trustee Duvall, Yes; Trustee Allen, Yes. Motion passed.

Submitted, Sunday, May 28, 2014

Juliene Jenkins, Secretary
PLB Board of Trustees