

Pontiac Public Library Board of Trustees Special Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- April 25, 2018
5:30 P.M.

The meeting was called to order by Chairperson Hatchett. Roll Call: Hatchett, present; Duvall, present; Maxey, absent; Rutherford, present; Earl, present; Richardson, absent. A quorum was present.

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

A motion was made to approve the agenda; Motion Trustee Rutherford, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Duvall, yes; Rutherford, yes. Motion carried.

The Board went into a closed session.

During the closed session Trustee Richardson arrived.

The Board returned from their closed session.

A motion was made to send the final investigative report, once received, with a cover letter to the Michigan Attorney General, Oakland County Sheriff, and the Oakland County Clerk; Motion Trustee Rutherford, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Duvall, yes; Richardson, abstain, Rutherford, yes. Motion carried.

Trustee Duvall left the meeting.

PUBLIC COMMENTS

Public Comments were made by Cynthia Samples, Billie Swazer, and Kerry Tolbert.

APPROVAL OF MEETING MINUTES

The Chairperson asked the Board to review the March 28, 2018 meeting minutes.

A motion was made to approve the March 28, 2018 minutes; Motion Trustee Rutherford, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Richardson, abstain; Rutherford, yes. Motion carried.

FINANCIAL REPORT

Mr. Harden reviewed the balance sheet for the Board. As of March 31, 2018 there are total current assets in the checking and savings accounts of \$1,026,253.57 which is comprised of the investment management account, payroll account, and general checking account. The total asset balance is \$1,532,226.21. The Library has a positive variance in the debit account because of credits which have been given to the Library from vendors after overpayments. Total equity is \$1,531,756.11 and total liabilities and equity is \$1,532,226.21.

The Budget vs. Actual report for the period July 1, 2017-March 31, 2018 reflects a favorable variance for the budgeted revenue which will decrease as the end of the fiscal year approaches since most of the property tax revenues come in at the beginning of the year. The total expenses reflect a favorable variance, meaning the Library has spent less than budgeted. The net income reflects a favorable variance.

A motion was made to accept the financial report; Motion Trustee Rutherford, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Richardson, yes; Rutherford, yes. Motion carried.

CHAIRPERSON'S REPORT

Chairperson Hatchett stated that there was a need for a special meeting because committee assignments weren't working. She called a Special Meeting for May 16 at 5:30pm to discuss staff wages. A retreat for the Board was suggested for a Friday evening through mid-day Saturday in order to offer training to the new Board members; Chairperson Hatchett didn't have a date in mind, but wanted feedback from the other Board members. The meeting held at the Library for Your Vision Your Voice was discussed as well as its success; the Chairperson mentioned that she felt it should be held annually at the Library. The Board doesn't currently have a policy regarding cell phone use for Board members during the meeting, but the Chairperson felt that cell phone use should be withheld during the meeting.

The Chairperson attended the monthly meeting for the Friends of the Pontiac Public Library for April and stated that Michael Williams is the coordinator for the Friends and no vote had been taken to host any kind of gala, but they did vote on having a book fair. There were a long list of people who are considered Friends of the Library, but haven't come to the meeting. It was decided that the Friends would call these absent members to see if they would attend future meetings. The Friends money is taken in to the Library budget and the current group doesn't seem to express an interest in registering as a non-profit organization which would allow them to have their own account to store their funds.

A motion was made to accept the Chairperson's report; Motion Trustee Earl, seconded, Trustee Rutherford. Roll Call; Hatchett, yes; Earl, yes; Richardson, yes, Rutherford, yes. Motion carried.

DIRECTOR'S REPORT

Director Devan Green, discussed sponsorship and partnership opportunities planned for programming, particularly with summer reading. The theme for summer reading is Libraries Rock and there will be musical groups hosted for the public. The Library received a grant from the Legacy Credit Union for summer reading and the Library will receive a big check on May 2nd to display the generous grant. The Library is participating in Pontiac's Arts and Culture Crawl and will host a painting class, open mic talent show, and more. Shirley Krentzen who was a Library Aide for several years has been hired as a Youth Assistant. Tony Fed provided a proposal on what could be done for upgrades on the Pancake Pavilion. Fifth Third representatives won't come to the Library Board meeting due to the recordings, because attending recorded meetings is against their corporate policies.

A motion was made to accept the Director's report; Motion Trustee Rutherford, seconded, Trustee Earl. Discussion; Trustee Rutherford asked about the Pancake Pavilion proposal and wanted to know if it covered damages which were done, which the Director confirmed it would. The roll call wasn't taken because Trustee Earl stepped out of the meeting so a quorum was no longer present.

OLD BUSINESS

The Director was asked if an RFP was put out for snow removal. The Director said that she doesn't currently have anything drawn up.

Trustee Earl returned to the meeting.

Chairperson Hatchett said that a decision should be made by the board if they wanted to have the Director put out an RFP for snow removal and present it to the board.

A motion was made to put out an RFP for snow removal; Motion Trustee Rutherford, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Richardson, yes; Rutherford, yes. Motion carried.

NEW BUSINESS

Trustee Richardson asked the Board to consider provide money for an Oakland University scholarship that honors Hubert Price. Chairperson Hatchett asked if there was a line item this money could be taken from in the current budget. Trustee Richardson asked that the money be pulled from the investment account. The Director stated that the lawyer told her that the Library couldn't use its money for donations; she said that such money would have to come from personal funds of Trustees or individuals. Chairperson Hatchett asked if the attorney could provide a written statement regarding that for the Board.

ACTION ITEMS

Withdrawing money from the investment account was the first action item discussed by the Board. Chairperson Hatchett said that additionally she wanted to discuss in a future meeting whether the Library should have their money with Fifth Third Bank or another bank. Fifth Third did provide an investment review which is in the Board packets and shows the account as of April 10, 2018 for the Board even though they won't attend recorded meetings. Trustee Richardson suggested the Chairperson organize a lunch with Fifth Third for the Board to attend and discuss these matters. Trustee Rutherford expressed interest in removing money from the investment account.

A motion was made to withdraw some money from the Library's investment account in order to cover repairs and other line action items as a blanket amount; Motion Trustee Rutherford, seconded, Trustee Earl. Discussion; Trustee Richardson asked that approximately \$57,000 be taken out; Director Green stated that right now money could just be added to the general fund and that in the future motions could be made to determine how much is designated for different expenses; Chairperson Hatchett felt the motion needed to have a specific amount of money stated. The motion was removed.

A motion was made to withdraw \$60,000 from the investment account and add it to the Library's general fund; Motion Trustee Rutherford, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Richardson, yes; Rutherford, yes. Motion carried.

BOARD COMMENTS

Trustee Rutherford thanked the Board members who gave kind words and attended her sister's funeral. She personally thanked Perry Earl, Devan Green, and Patrice Waterman for supporting the Your Vision,

Your Voice event. She also announced that her daughter had officially accepted attending Howard University in the fall.

Trustee Earl thanked everyone for attending the meeting and announced clean-up efforts and an event for the less fortunate which will happen in the Pancake Pavilion through Nation of Kings.

Trustee Richardson offered condolences to Trustee Rutherford for her loss.

A motion was made to adjourn the board meeting; Motion Trustee Rutherford, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Richardson, yes; Rutherford, yes. Motion carried.

Submitted,

May 1, 2018

Joshua Campeau, Operations Librarian
Pontiac Public Library

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