

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- April 27, 2016
6:30 P.M.

The meeting was called to order by Chairperson, Rosie Richardson. Roll Call: Allen, absent; Duvall, present; Jenkins, present; Jones, present; Waterman, present; Richardson, present.

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

Discussion: Trustee Waterman suggested prioritizing action items first and leaving reports for a later meeting because two board members were making conference calls.

A motion was made to change the order of the agenda to go into the minutes, then the financial reports, and then right into the action items, before moving on to other items; Motion, Trustee Waterman, seconded Trustee Jenkins. Roll Call; Duvall, no; Jenkins, yes; Jones, yes; Waterman, yes; Richardson, no; Motion carried.

PUBLIC COMMENT

Nobody was present to make a public comment.

APPROVAL OF MINUTES

The board reviewed the meeting minutes for the March 2016 board meeting.

Some corrections were suggested for the March 2016 minutes. Chairperson Richardson felt the minutes didn't reflect the statement from Trustee Waterman regarding not having enough time to devote to the library and that she would like Betty Hatchett to take her place on the board. Trustee Waterman suggested an addition on page five in the paragraph that begins "Library staff presentation.." where it says Trustee Waterman was asking if the library was still keeping the statistics, but she actually asked if they were still keeping the statistics and would report them to the board on a regular basis.

A motion was made to approve the minutes with the stated corrections; Motion, Trustee Waterman, seconded, Trustee Jones. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Waterman, yes; Richardson, yes; Motion carried.

FINANCIAL REPORT

Mr. Harden began by reviewing balance sheet.

Under current assets, which includes the cash in the checking account, both Fifth Third and PNC, there is a total of \$1,181,321.38. The total fixed assets depreciation is \$181,781.25 for total assets of \$1,363,102.63.

Under liabilities there is a total of \$74.64 outstanding as of the end of March. On credit cards we have an overpayment of \$1,577.99 that is due to some additional charges that have not been reflected as of yet. Payroll liabilities have a debit balance of \$328.54. Total liabilities are \$1,831.89 debit balance.

The equity section has unrestricted net assets of \$318 and \$607.44, we still are listing as restricted net assets of \$101,000,000 dollars, there are investments in capital of \$181,733 and for the current year to date period we have excess of expenses over revenue of \$135,406.02.

In terms of the budget vs. actual report, from July 2015- the end of March 2016, the current property taxes are \$604,611.58 vs. a budgeted amount of \$497,980.52 with a favorable variance of \$106,631.06, a variance which should be reduced by the end of the fiscal year as most of the property taxes are received in the first two months of the fiscal year.

Grant revenue was anticipated of \$2,078 that was not budgeted for so that's a favorable variance of \$2,078 dollars. In the other revenue there is a total of \$43,067.92 with a budgeted amount of \$63,750.04 which gives an unfavorable variance of \$20,682.12. In terms of expenses, the library is under budget, total expense being \$785,163.70 and budgeted \$977,631.05 for under budget in expense of \$192,467.35, so the excess expenses over revenue is negative \$135,406.02 while we were budgeted to be negative \$325,900.49, so we have a favorable variance of \$190,494.47.

Trustee Waterman previously asked for a Cash Flow Forecast, and Mr. Harden presented this document to the board. It starts with April 1st of 2016 and is carried forward through the end of the calendar year in December of 2016. There should be a negative cash outlay of \$94,768.50 and that will affect the cash balance to the tune of \$590,167.50 and then that cash balance rolls over to June so we're forecasting by the end of June to have \$499,899 cash balance for operations with \$500,000 still available as restricted cash. During July 2016 through the end of the calendar year, the cash coming in was forecasted based on how it was reported last year during the same time period and the majority of the cash comes in during the month of August for property taxes and penal fines. As of the end of August there is a big cash upswing forecasted of \$861,399. The forecasted expenses were based on last year's submitted budget, and taking them into account still gives a positive cash flow.

ACTION ITEMS

The first action item addressed was a motion regarding the restriction on the credit card and capital improvement purchases.

A motion was made to establish a restriction on the credit card and capital improvement expenditures; Motion Trustee Jenkins, seconded Trustee Jones. Discussion; Trustee Waterman asked for clarification on the restriction; Chairperson Richardson responded that the board wanted to restrict any use of the credit card or purchases within the capital improvements as a temporary measure.

A motion was made to adopt the bylaws presented to the board which made mention of restrictions to the credit card; Motion Trustee Duvall, seconded Trustee Jenkins. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Waterman, abstain; Richardson, yes; Motion carried.

The next action item was regarding employee wages and increases. Chairperson Richardson suggested creating a subcommittee to go over the employee handbook and to work with the attorney under labor law, Mr. Derby, as well as the new payroll company in order to alter the handbook and the human

resources department, which is currently comprised of just the library director. Trustee Duvall suggested establishing a timeframe for this process so as not to halt employees from getting pay increases if they are underpaid.

A motion was made to have a subcommittee established to adopt policies and procedures for human resources and employee wages within a 60 day time period; Motion Trustee Duvall, seconded Trustee Jenkins. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Waterman, yes; Richardson, yes; Motion carried.

The next action item was to rescind the library ballot language because the DDA was mentioned in there, but there is no Downtown Development Authority. The item needs to be rescinded and reapproved.

A motion was made to rescind the initial ballot language; Motion Trustee Duvall, seconded Trustee Jones. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Waterman, yes; Richardson, yes; Motion carried.

The board reviewed the new resolution for the library ballot language which was drafted. The new resolution was read aloud by Trustee Jones.

A motion was made to approve the new resolution; Motion, Trustee Waterman, seconded, Trustee Jones. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Waterman, yes; Richardson, yes; Motion carried.

TREASURER'S REPORT

The board reviewed the report and Trustee Duvall said she would take any questions regarding the report. She wanted to point out that as we prepare for the millage that the \$150,000 that was allocated for a satellite facility hasn't been used and that some of it should be used for summer reading and an informational campaign for the millage.

DIRECTOR'S REPORT

Library Director, Devan Green, came before the board to briefly mention that the credit account with PNC was closed, that the library switched to a new payroll vendor, Paycor; she mentioned a patron who was banned indefinitely for threatening staff, and the Oakland County sheriff's increased presence at the library. She also talked about petty vandalism incidents at the library, most of which have been replaced after making claims. There are stricter bans which are happening and helping halt incidents that happen at the library.

Trustee Waterman and Chairperson Richardson pointed out that the board must be careful on the bans made to the public and the language used.

CHAIRPERSON'S REPORT

Chairperson Rosie Richardson, mentioned security issues and loitering around the outside of the building. She wanted the staff to be more mindful of the loitering and to address the issues in case it made other patrons uneasy. The Chairperson went to the Committee of 50 to address the millage campaign. The Chairperson also mentioned that the board should look into if anyone wants to apply to Trustee Waterman's position when she decides to step down due to increased responsibilities as mayor.

Plans for the millage campaign were briefly discussed. The Chairperson also mentioned the approaching summer reading kick-off on June 11th and the partnerships for it.

OLD BUSINESS

No old business was discussed.

NEW BUSINESS

Trustee Waterman mentioned the city-wide block party taking place on June 25th that is an adjunct of the Meet Up and Eat Up program. She suggested mentioning this event during the millage campaigns.

A motion was made to adjourn the meeting; Motion; Trustee Waterman, seconded, Trustee Duvall. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Waterman, yes; Richardson, yes; Motion carried. The meeting is adjourned.

Submitted,

May 6, 2016

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library