

Pontiac Public Library Board of Trustees Meeting

Special Meeting  
August 15, 2014

The chairman called the Special Meeting to order by phone conference. Roll Call; Allen, (P) present; Duvall, (P) present; Jenkins, (P) present; LeDuff, present; Richardson, present. Waterman, absent.

The Chair asked for a motion to approve agenda;  
*Motion to approve agenda by Trustee Duvall; seconded by Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Motion carried.*

PUBLIC COMMENT

None

The chair turned the floor over to Mrs. Carter of Terrell and Associates, the auditor for the Pontiac Public Library. Ms. Carter began her presentation with a letter from Mr. Terrell that stated that there was only one minor change in the accounting practice. There were no significant issues or difficulties in completing the audit, there were no noted significant findings, and all required supplemental information was attached.

A review of the independent auditors report included management and the auditor's responsibilities regarding the audit. The Chair asked if there were any questions regarding Ms. Carter's presentation. There were none.

The chair asked for a vote to approve the 2012-2013:  
*Motion to accept the 2012-2013 audit report made by Trustee Duval, seconded by Trustee Allen. Roll Call: Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes. Motion carried. Audit accepted.*

The chair asked for a motion to accept Sentinel Security to provide security for the Library Parking lot, and the costs of \$15 per day, \$35 for the weekend during the Dream Cruise.  
*Motion to do it that way made by Trustee Allen; seconded by Trustee Duvall. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee LeDuff, no. Motion carried.*

*Motion to adjourn the meeting by Trustee Allen, seconded by Trustee Duvall. Roll Call: Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee Richardson, yes.*

Submitted,

September 23, 2014

Juliene Jenkins, Secretary  
Pontiac Public Library Board of Trustees

Pontiac Public Library Board of Trustees Meeting  
August 27, 2014

The meeting was called to order by Chair. Roll Call: Allen, absent LeDuff, present, Richardson, present, Duvall, absent, Jenkins, present, Waterman, present. Quorum present. Chair asked for a motion to adjourn the August 7, 2014 meeting.  
*Motion to adjourn the August 7, 2014 by Trustee Jenkins, seconded by Trustee LeDuff.*  
*Roll Call: LeDuff, Yes, Richardson, yes, Trustee Jenkins, yes, Trustee Waterman, abstained. Motion carried.*

Chair asked for a motion to approve agenda.  
*Motion to approve agenda made by Trustee Jenkins, seconded by Trustee LeDuff; Roll Call; LeDuff, yes, Trustee Jenkins, yes, Richardson, yes, Waterman, yes. Motion passed.*

**PUBLIC COMMENT**

Robert Cluckey discussed the large flower pots purchased by the City of Pontiac that were being removed and/or destroyed. Mr. Clucky asked if the Library would be interested in getting some of those pots for the library grounds. The decision to keep or destroy will be discussed at September 3, 2014 Planning Commission Meeting.

**CHAIRMAN REPORT**

There was no Chairman Report this month.

**FINANCIAL REPORT**

Mr. Harden presented the month of July, 2014 financial report. Documentation provided to board members in their packets. Mr. Harden's report included the actual income, expenditures and revenues for the month of July and the associated budget for the month of July and weather or not we were over or under that budget. One of the major expenses is for the employees. We are currently under budget by over \$4,709. It was advised by Mr. Terrell that the library may want to consider amending the budget prior to the end of the year to take into account line items that were not considered. Trustee Waterman commended the auditor for such an organized and relevant financial report, and Trustee LeDuff inquired as to the auditor presenting a monthly report which he will do going forward.

Trustee Waterman explained the purpose of the Capital Improvement Fund and asked that a policy be set that prohibits the library from running a fiscal deficit. Discussion was held regarding how to avoid a deficit when spending library funds and how to amend the budget to avoid a deficit. The Pontiac Public Library is currently within budget.

Chair asked for motion to accept Financial Report:

*Motion to accept Financial Report made by Trustee Jenkins, seconded by Trustee LeDuff; Roll Call; Trustee LeDuff, yes; Trustee Jenkins, yes; Trustee Richardson, yes; Trustee Waterman, yes; Motion carried.*

#### PANCAKE PAVILLION REPORT

Mrs. Rosa Randolph provided the board with a financial report. Mrs. Randolph explained the benefit of renting the facility to organizations who pre-sold their tickets for their particular fund-raiser. It was suggested that a better understanding of the parking should be discussed. There was discussion regarding the vendor, Mrs. Randolph and the chair asked that the board members research to see what would be a good practice for accepting the pavilion report. The chair asked the auditor and accountant what would be the best way to record the amounts from the Pancake Pavilion.

#### DIRECTORS REPORT

The library received \$500 from Polk Solutions; several downtown businesses who participated in the Summer Reading Program gave donations of food and money for the end of the program celebration. Discussion was held regarding the Movie Night series. The movie scheduled is posted on the library website. The chair called for a motion to accept Directors Report

*Motion to accept Directors Report by Trustee Jenkins, seconded by Trustee Waterman. Roll Call; LeDuff, yes, Richardson, yes, Jenkins, yes, Waterman, yes. Motion carried.*

#### OLD BUSINESS

Discussion was held regarding the Dream Cruise and how the library handled particular situations including parking and the placing of signs.

#### NEW BUSINESS

Chair suggested that the board approve a letter of agreement between the library and Terrell and Associates. Tabled until the September meeting.

Trustee Waterman moved for adjournment, second by Trustee Jenkins. Meeting adjourned.

Submitted,

September 23, 2014

Juliene Jenkins, Secretary  
Pontiac Public Library Board of Trustees