

PONTIAC PUBLIC LIBRARY BOARD MEETING MINUTES

August 23, 2017

5:30 p.m.

The meeting was called to order by chair, Rosie Richardson. The chair called for roll call by Trustee Jones. Trustee Duvall, present, Trustee Waterman, present, Trustee Jones, present, Trustee Richardson, present. A quorum was present. The chair asked for approval of the agenda. *Motion to approve agenda made by Trustee Jones to include approval of June minutes.* Trustee Waterman stated that she saw that there was an adjustment of the budget based on a vote that was taken, and the minutes did not reflect that it was determined that the budget shortfall would be covered by the restricted fund balance. *The second to the motion was made by Trustee Duvall.* Roll call; Jones, yes, Richardson, yes, Duvall, yes, Waterman, yes. Motion carried. *Motion to approve the June minutes by Trustee Jones, seconded by Trustee Duvall.* Roll call, Jones, yes, Duvall, yes, Richardson, yes, Waterman, yes. Motion carried.

PUBLIC COMMENT

Jeffrey Hawkins of Holy Smokes and Unique Food Management reported on the activities of the Pancake Pavilion. Mr. Hawkins stated that going back to the old system has not been as profitable as thought. New Bethel Baptist Church has been successful in their fundraising. There are currently two other events scheduled for the remainder of the season by the Golden Opportunity Club and Friends of the Parks. During the Dream Cruise there were approximately 60-65 breakfast sold. This was a benefit to the Library. Parking during the Dream Cruise was not as profitable because of Library patrons being allowed to park. Mr. Hawkins stated that there would be a great deal of competition during the month of October due to the parking lot across from Erebus was now being privately operated. Mr. Hawkins suggested that we continue to operate Thursday, Friday and Saturday and keep the parking cost around \$4.00 and hold an Oktoberfest to increase revenues. The Director has been provided with an account of the pavilion income. Also, the revenue from the Pancake Pavilion and parking up to July 2017. For the month of August he will provide a report to the Director. Trustee Waterman asked about the format. Mr. Hawkins explained the cost of the pavilion and its usage.

LIBRARY STAFF PRESENTATION

Edmond Richardson gave a report on the library. 3,034 Items were checked out during the month of July. Items marked used are used inside the library were 123. There were 582 items checked out. Items added to the catalog 357. 251 New Library cards were issued.

FINANCE REPORT

Mr. Harden provided the year to date financial report for July, 2017. Total Income Revenue: Budgeted-63,707.99; Actual - 51,444.58; Variance -12,263.41. Total Expenses: Budgeted-115,186.26, Actual - 78,249.90; Variance -36,936.36. Total Operations: Budgeted – 79,078.07; Actual - 51,515.01; Variance - 27,563.06. Balance Sheet as of 7/31/17 – Current Assets including checking, savings, Payroll Account, General Account and Investment Management and Trust, Accounts Receivable 15.00 – 1,040,083.83. Copies of the Financial Report are available at the Library.

TREASURER REPORT

Trustee Duvall reported that the beginning balance in the general account was \$447,321.33, and the ending balance as of 7/31/17 was \$536,609.05. The investment balance as of 8/18/17 - \$544,345.14. Notable deposits. 8/11/17 deposit from mileage - \$194,703.05; State of Michigan State Aid 8/7/17 - \$19,598.64; City of Pontiac Millage 7/27/17 - \$38,489.31 and 7/25/17 Oakland County Penal Fines – 120,527.66

CHAIRMANS REPORT

Items for committees to work on. Oktobestfest. The chair suggested that we have some of these as campaigns specifically targeted to MS, Alzheimer's and Childhood Cancer. Trustee Waterman reminded the board to be careful when deciding what types of fundraising is done by the library and/or its staff.

The chair asked that the director contact board members when there is an event. Still getting complaints about the loitering and behavior of some patrons in and outside of the library. The chair suggested that security refrain from establishing personal relationships with patrons specifically those who are guilty of violating the library's policies.

The chair addressed the dress code of the library staff. Through her observations, inappropriate dress has been observed.

There is a young lady, Ms. Shaquana Smith that would like to do some events with the library. The chair shared some information regarding how other libraries are sharing information about their activities.

DIRECTORS REPORT

FIRST 2 MINUTES NOT AUDIBLE. The Director addressed the Chair's concern regarding the advertising of events that are library sponsored. The Director indicated that there are groups who hold different activities such as the library cleanup and these activities are done as a community effort and are not activities put together by the library.

There were three incidents that took place. The first involved the Doll Display. One of the door glasses was broken prior to Mrs. Hatchet donating the dolls. The Director suggested that an alternative location be found because of the glass in the doors. The chair suggested plexi-glass is installed instead. Trustee Duvall stated that we should not assume that this replacement can be done and let's see if it is worth that cost. Trustee Duvall further stated that these dolls are someone's personal property and if it is not adequate or feasible then it is not a worthy donation.

Another incident lead to a petty theft. The loading dock door was left open and several bottles of water and most of the tools had been taken. Because the cost was below the deductible, a police report was filed.

A patron was attempting to attack a staff person, and was stopped by other staff members. There was an internal report and the patron was banned indefinitely. The police were called, and the situation was calmed.

The Friends of the Library will be having a Walk-A-Thon to benefit the library on September 23rd. The Summer Reading Program went well. The Summer Intern prepared a video showing her experience at the Pontiac Public Library this summer. Additional information can be found in the Director's written report.

The carpet should be delivered after the holiday.

Trustee Waterman pointed out the fact that the Friends group had used the Library letterhead. The Director explained why that happened and that this group had been set up differently. There was some discussion regarding revenue from the Friends Group, and donations.

ACTION ITEMS

Staff complaints were addressed again. The chair stated that there should be some resolution to the staff complaints against the Board Chair. Trustee Duvall stated that she and Trustee Waterman would meet to draft a letter to address this matter by the September Board meeting. *Motion: Trustee Duvall motioned that a Complaint resolution letter be prepared to be presented at the September Board meeting. Motion seconded by Trustee Waterman. THERE WAS NO ROLL CALL TO THIS MOTION.*

The Directors Evaluation is still incomplete. The Chair indicated that she had sent out the form in December, 2016 and January 2017. Trustee Waterman stated that this matter has been going on for some time and asked what was the next step. The chair stated that once the forms are received, a meeting between the evaluation team and the Director to discuss it. Trustee Waterman asked who was on the evaluation committee (team) and that a process should be put in place. The chair suggested that a change in the by-laws. Trustee Duvall stated that she did not think changing the by-laws was necessary, but suggested that the members of the committee be only members of the board and not include outsiders, and the chair selects the committee members.

OLD BUSINESS

Trustee Waterman suggested that the board put into place a procurement policy for major acquisitions. And provided the Director with a copy of a Procurement Policy to use as a guide. Trustee Waterman also asked where the purchase and installation of the HVAC system was currently. The chair stated that she had received calls from City Hall indicating what we should do and inquiring about the air condition system that she took issue with.

NEW BUSINESS

Trustee Duvall suggested that the Library hold a cultural event regarding a National Culture. Also, shared her disappointment with her family member not receiving Solar Eclipse glasses. The Director attempted to provide an explanation regarding the shortage of glasses, but was told by Trustee Duvall and the chair that there was no need for an explanation.

Meeting adjourned at 7:02 p.m.

Submitted Wednesday, August 30, 2017

Juliene Jenkins, Secretary

Pontiac Public Library Board of Trustees