

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- August 26, 2015
6:30 P.M.

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

APPROVAL OF MINUTES

The board reviewed the minutes for the June 30 special budget meeting and the July 22 monthly meeting.

A motion was made to approve the minutes for the June 30 special budget meeting; Questions; Trustee LeDuff questioned the specifics of the amounts listed to the budget that were included in the resolution. Roll Call; Duvall, yes; Allen, yes; LeDuff, no; Waterman, no; Richardson, yes; Jenkins, no; Motion does not carry.

A motion was made to approve the minutes for July 22; Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; LeDuff, yes; Waterman, abstain; Jenkins, yes; Richardson, yes; Motion carried.

FINANCIAL REPORT

Mr. Harden, the accountant reviewed the budget vs. actual report for July and the balance sheet. Mr. Harden broke down the monthly budget for July explaining that the library was under budget in revenue by \$30,872.88 which is an unfavorable variance, and under budget in total expenses for the month by \$27,040.82 which is a favorable variance. This gave an unfavorable variance of \$3,832.06 for the month.

Chairperson Richardson recommended that the board receive Mr. Harden's financial report and file it. She explained that she had created a form for board members to write questions down regarding the financial report, the treasurer's report, or the chairperson report which they would have five business days to respond by email to instead of having to scramble to find a definitive answer during the board meeting.

Discussion; Trustee Waterman wanted to know if the library would be able to meet all its payments for the year with its current deficit in budget. Mr. Harden didn't believe this would be a problem.

TREASURER'S REPORT

Trustee Duvall reported that the beginning balance in the library checking account was \$1,220,148.18 and the ending balance as of July 31 was \$1,343,056.98 and the balance as of yesterday, August 25, was \$1,624,849.53. The total deposit for the month of July was \$179,319.86. The report itemizes some notable deposits including the property tax millage, penal fines, and the state aid. The report was received and filed.

Questions; Trustee LeDuff wanted clarification on how much money in the account was available and what couldn't be touched because there was 1 million dollars that was restricted; Trustee Waterman

addressed the finances and believed that the board needed to be careful regarding their spending so they wouldn't dip into the 1 million dollar reserve fund.

PRESENTATION FROM THE ATTORNEY

Ann, the attorney wanted to clarify that she was the attorney for the library not for any individual board member and that as such there should be a consensus by the majority of the board as to her duties rather than requests from individual board members.

Discussion; Trustee LeDuff wanted to know who board members should turn to when they had legal doubts or when they felt the Chairperson was acting in a manner that she shouldn't be; Ann said that she is supposed to address that, but wanted to make sure that the doubts were shared by the majority of the board and not just one member because her client is the library; Trustee Waterman believed that the attorney's intervention is needed because the board has issues just getting through the normal processes of a meeting; Trustee LeDuff had issue with the board receiving contracts for renewal days before they needed to be discussed rather than a month in advance as the board had voted in the past; Trustee Jenkins believed that a big issue for the board was that some of the board members are kept out of the loop by the board Chairperson; the attorney believed that the board may be having communication issues more than legal issues and could benefit from a consultant; Trustee Jenkins stated that she believed the bylaws needed to be redone in order to resolve board issues.

CHAIRPERSON REPORT

Chairperson Richardson asked Mr. Hawkins to provide a report on the pancake pavilion.

Mr. Hawkins presented a report of revenues produced at the pancake pavilion. The total given to the library from the revenue of the pancake pavilion was \$477.25. Questions; Trustee Duvall wanted to know about the fundraisers and Mr. Hawkins broke down who the fundraisers were for. Trustee Jenkins wanted clarification on the process and it was noted that the library received 10% of the revenue for the fundraisers.

Chairperson Richardson continued her report and discussed Forgotten Harvest's contribution of snacks for the summer reading program and their continual contribution extending throughout the year. A conference from MLA is happening on October the 28, 29, and 30 in Novi. A meeting at city hall occurred between the treasurer, the chairperson, the director and the city regarding the split of the money between the city and the library. The board retreat was brought up along with dates in October that the attorney and banker were available to attend. The Chairperson is still in the process of putting together the two committees that the board requested and will share that information shortly. The Chairperson discussed the upcoming millage and preparations to help get it passed.

The Chairperson asked that her report be received and filed.

Discussion; Trustee Waterman wanted it noted that she wouldn't be able to make it during the proposed dates for the retreat and wanted to know if the board was aware how much the retreat would cost.

DIRECTOR'S REPORT

The director brought up an issue at the library with a domestic dispute and the result of banning the patron who started it. The director then went on to propose a policy on video surveillance now that the library has cameras. The director discussed the record high attendance for the summer reading programs. The director discussed the success of the movie nights. The director mentioned that the circulation of items checked out at the library is significantly higher than it had been in the past.

Discussion; Trustee Duvall mentioned that Carol Turpin of the school district was worried that the schools hadn't fully participated and was reaching out because she wanted to make sure that in the future that the schools participated in full with supporting the library.

The Director's Report was received and filed.

OLD BUSINESS

Trustee Duvall wanted to make sure that there was an action item to propose what needs to be done with the library's money that isn't accumulating interest.

NEW BUSINESS

Trustee Waterman wanted to know what grants the library had gotten. The Director discussed two grants which were applied for, but the library didn't receive either of those grants, however the library did receive one in the last fiscal year from Genisys Credit Union for the summer reading programs. Trustee Waterman went on to mention a grant that the library could apply to through an organization she was a part of. Trustee Duvall mentioned a contact that writes grants and can give recommendations on how to write grants and attract grant makers.

ACTION ITEMS

The first action item regards capital improvements, restricted funds. The Chairperson presented a recommendation from PNC on what opportunities the library had in respect to diversifying what is in the restricted funds so that the library could receive interest.

A motion was made to review and table the actions that could be taken with the restricted funds; Motion: Trustee Allen, seconded, Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; LeDuff, yes; Jenkins, yes; Waterman, yes; Richardson, yes; Motion carried.

The second action item regards continuing account services and contract for the auditors and accountant.

A motion was made to allow services to extend for four months in order to allow bookkeepers to finish the audit process and review their contracts again at that time; Motion: Trustee Waterman, seconded, Trustee LeDuff. Discussion; Trustee Waterman felt that this was a fair amount of time to allow the accountant and auditors time to work on the audit and was dissatisfied with the accountants services so she didn't want to extend his services longer than that; Trustee Duvall responded that she felt the

accountant had performed their services; Chairperson Richardson also felt the accountant had done a fine job and noted that he had to deal with finding out information on past finances that had been missing when he was initially hired. Roll Call; Allen, no; Duvall, no; LeDuff, yes; Waterman, yes; Richardson, no; Jenkins, yes; Motion does not carry.

A motion was made to give the accountant another full year of service; Motion: Trustee Duvall, seconded, Trustee Allen. Discussion; Trustee Waterman said another year would be extending the contract and she doesn't feel his services should be extended. Roll Call; Allen, yes; Duvall, yes; LeDuff, no; Jenkins, no; Waterman, no; Richardson, yes; Motion does not carry.

A motion was made to extend the accountant's services for the rest of the 2015-2016 fiscal year; Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; LeDuff, no; Jenkins, yes; Waterman, no; Richardson, yes; Motion carried.

A motion was made to extend the auditor's contract to finish out the year for 2015-2016; Motion Trustee Duvall, seconded, Trustee Allen. Roll Call; Richardson, yes; LeDuff, no; Duvall, yes; Allen, yes; Jenkins, yes; Waterman, yes; Motion carried.

The third action item was to discuss the dates for the retreat, October 16-18 because these were dates that other parties could be there. Trustee Duvall said it was important she felt all board members were there so it would be best to come up with multiple options for dates.

A motion was made to hold the retreat from Friday evening October 16-Sunday morning October 18; Motion: Trustee Jenkins, seconded Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Waterman, no; Richardson, yes; LeDuff, yes; Motion carried.

The final action item was for the policy on the meeting room.

A motion was made to table the meeting room policy; Motion: Trustee Duvall, seconded, Trustee Allen. Roll call; Allen, yes; Duvall, yes; LeDuff, yes; Waterman, yes; Richardson, yes; Motion carried.

ANNOUNCEMENTS

Trustee Allen thanked the library staff for coming to the back to school picnic.

A motion was made to adjourn the meeting; Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Duvall, yes; Jenkins, yes; LeDuff, yes; Allen, yes; Waterman, yes; Richardson, yes; Motion carried.

Submitted,

September 11, 2015

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library