

PONTIAC PLUBLIC LIBRARY BOARD OF TRUSTEES MEETING

December 16, 2015

6:30 p.m.

The meeting was called to order by Chairperson, Rosie Richardson. Roll Call: Allen, present, Duvall, absent; Jenkins, present; Richardson, present; Waterman, absent. A quorum was present. The chair called for a moment of silence in memory of Trustee Evelyn LeDuff. Trustee Jenkins offered prayer.

Motion was called to approve agenda made by Trustee Allen, and seconded by Trustee Jenkins. Roll Call; Allen, yes, Jenkins, yes; Richardson, yet. Motion carried to approve meeting agenda.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF OCTOBER MINUTES

The chair asked for a motion to approve October board meeting minute. The chair also suggested that all corrections be highlighted in yellow to help identify the corrections. Since there was no meeting in November, the minutes for October were not voted on. *Motion made to approve October minutes made by Trustee Allen, and seconded by Trustee Jenkins. Roll call; Allen, yes, Jenkins, yes, Richardson, yes. Motion carried.*

Trustee Richardson asked the Library Director Devan Green if there was going to be a presentation from the Teen Advisory Board. Since there was no one present, it was rescheduled.

FINANCIAL REPORT

Mr. Harden was not present at this meeting due to his son's graduation from Clemson. He was available at the November meeting, but there was no quorum. Mr. Harden did provide the board with a copy of his report for the board to review. Chairman Richardson stated that we could postpone any discussion of Mr. Harden's report until the January meeting.

TRESURERS REPORT

There was no Treasure's Treasure absent due to work commitment.

The chairman stated that the board had not yet been able to review the audit report due to its late availability for the board review. The Trustee Jenkins asked when is the report due. The chairman stated that it is due December 31, 2015. Trustee Jenkins stated that the possibility of the report being late is totally unacceptable. The auditor stated that there are no extensions if

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the report is late. There was some discussion regarding getting this audited voted on and submitted by the 30th. It was decided to schedule a Special Meeting to review and vote on the 2015 Audit Report on Tuesday, December 29, 2015 at 3:00 p.m.

LIBRARY DIRECTORS REPORT

The Library Director's Report covered both October and November. There was some new carpet tile replaced. The October report included current organization of the Book Donation Room. The most notable of activities were the Halloween Party. There has been a high turnover in security personnel.

The Director shared her attendance at the Michigan Library Association Conference in October. The Director attended several workshops including Librarian Stereotypes, Library Statistics, A Successful Mileage Campaign, and the Librarian of the Year Luncheon. The November Report included the Holiday Extravaganza, and numerous programs that were well attended. The Director stated that she is working on programs for December and January.

The Director included copies of the proposed calendar for the board and the library 2016. The library staff received Thank You cards from MSA Title One School and their teacher Laura Catrera for coming out to their school. Trustees Jenkins asked the Library Director what her role was in preparation of the audit. The Director stated that her duties were outlined in a checklist provided by the auditor.

CHAIRMAN'S REPORT

The chairman indicated that the resolution in memory of former Board Trustee Evelyn LeDuff had been revised to include the names of all Board Members and read at the City Council meeting. The chair then discussed an Action Item - the review of the amount of money to be utilized for investment. The Pre-Evaluation information for the Library Director has been provided to the committee. The chair stated that she would contact us regarding the date and time for this evaluation. The chair addressed the information of the Meeting Room Policy. The chairman asked the Director if a copy of the Meeting Room was included in the November packet. The Library Director was not sure since she did not have one in her packet. The chair then stated that we could not vote on the policy if we did not have copies of it. The chair stated that we have eight more "Free Little Libraries". The chairman stated that someone has been soliciting funds to build the libraries and that are not affiliated with the library.

The chairman then suggested that we take a look at the Employee Handbook as it pertains to work schedules. The 91st Anniversary \$6500.00 budget. There are currently two locations being considered.

The chairman asked the Library Director to have each staff librarian include their name on their report. She also suggested that a staff Librarian attend our monthly meeting. The chairman discussed how the library could assist with the FOCUS: Hope program by having the library certified as a distribution site. The chairman stated that the group of dancers in the Holiday

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parade will be meeting with Devan to discuss their need for space to meet. The chair concluded her report by stating that copies of the Request for Proposals for Investment Reports from First Independence Bank and Fifth Third Bank have been provided. The chair stated that we have additional dialogue at the January meeting.

Trustee Waterman joins meeting at 7:14 P.M.

ACTION ITEMS

The discussion regarding the amount of funds to be used for investment. Trustee Waterman stated explained what was the purpose of the restricted funds. Trustee Waterman stated that there should be investments and still be restricted. Trustee Waterman stated that she had dialog with PNC and suggested that we add them to our considerations and that they are the bank of record.

Trustee Jenkins shared her concerns regarding the balance in the restricted account once the investment is withdrawn and the amount. The chair stated that whatever we invest is still our money. The chair asked for a motion to approve the amount of money that we want to remove from the million dollar restricted fund. Trustee Waterman asked if the proposals we have in front of us are based a certain amount of investment. The chair responded no. Trustee Waterman stated that her understanding from PNC Bank was for a \$500,000 investment. The chair stated that she was not aware of that amount. Trustee Waterman also asked what was our cash flow position and had it been reviewed by the accountant the chair responded yes. *Trustee Waterman motioned that \$400,000 be removed from the Restricted Fund for investment. There was no second to this motion dies. Trustee Allen motioned that \$500,000 be placed in investment fund from the Restricted Fund, seconded by Trustee Waterman. Trustee Jenkins motioned to amend that motion to include that the balance of the funds remaining in the restricted fund remains restricted. Seconded by Trustee Waterman. Roll call: Allen, Yes; Jenkins, yes; Richardson, yes; Waterman, yes. Motion carried.*

OLD BUSINESS

Trustee Jenkins asked how the preparations for the 91st Anniversary on progressing. The chair stated that the budgeted amount of \$6,500 and that venues considered are 7 North and Centerpointe Marriott. Trustee Jenkins asked who made up the committee? The chair agreed with Trustee Jenkins and Waterman when it came to the budget for this event.

NEW BUSINESS

NONE

BOARD MEMBER COMMENTS

Trustee Jenkins stated that she is looking for the board to have better days. Trustee Jenkins further stated that while we are looking for someone to occupy Trustee LeDuff's seat needs to be a good fit. That this individual should be willing to work with the board. But before we bring anyone on board, we need to understand just what I roles are as board members, and that she

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did not want a new person coming in to our current condition. The person selected should be deserving of the vacant seat.

Trustee Allen stated that she sincerely hopes that we will continue to have peaceful meetings, and that we will miss Trustee LeDuff.

Trustee Waterman stated that she agreed with the feelings made regarding Trustee LeDuff and her commitment to this community. Trustee Waterman stated that she agreed with Trustee Jenkins statements and mentioned the committees that still need to be put into place.

The Chair stated that it does not matter who you like or who you love, is that you care. The chair asked that we strive to do better as a board.

Motion to adjourn by Trustee Allen, seconded by Trustee Waterman. Roll call; Allen, yes; Jenkins, yes; Richardson, yes; Waterman, yes. Motion carried. Meeting adjourned.

Submitted, Monday, January 4, 2016

Juliene Jenkins

Juliene Jenkins, Secretary
Pontiac Public Library Board of Trustees

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