

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- December 20, 2017
5:30 P.M.

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

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

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

PUBLIC COMMENTS

No public comments were made.

MEETING MINUTES

The Chairperson requested a motion be made to approve the October 25 meeting minutes.

A motion was made to approve the October 25, 2017 meeting minutes; Motion Trustee Duvall, seconded Trustee Waterman; Roll Call; Duvall, yes; Jenkins, yes; Richardson, yes; Waterman, yes. Motion carried.

A motion was made to approve the November 15, 2017 meeting minutes; Motion Trustee Duvall, seconded Trustee Jenkins; Roll Call; Duvall, yes; Jenkins, yes; Richardson yes; Waterman, yes. Motion carried.

FINANCIAL REPORT

Mr. Harden, the library's accountant reviewed the balance sheet for the period ending November 30, 2017. The balance sheet reflected figures that were on target for the board's expectations.

Mr. Harden reviewed the profit and loss budget vs. actual report next. There is a favorable variance in total income; the expenses reflect a favorable variance as well.

TREASURER'S REPORT

Trustee Duvall gave an ending balance as of December 15th 2017, of \$704,457.87 in the account and discussed the balance investment account with a profit of \$67,976. There was also a notable millage deposit into the library account of \$5,998.63

SPECIAL PRESENTATION

Amy Lin of Gregory Terrell and Company, the company responsible for the audit of the library's July 2016-June 2017 fiscal year audit, gave a report to the board. There were no difficulties in completing the audit and it was finished up in October as expected. There were no significant audit adjustments to the year's financial statements. There was no disagreement with management in completing the audit. Amy recommended that the board not use up a lot of the fund balance outside of special circumstances like for building improvements. This year there is a deficit of about \$65,000 to the overall budget for the fiscal year, which is why the auditors recommend against dipping into the fund balance regularly going forward.

Trustee Waterman stated that it was important to try to find what sources of revenue could be increased because of the deficit. She said that it would be even more important for upcoming boards to make sure that the budgeted revenues don't exceed the expenses.

Chairperson Richardson said that the board may want to consider taking money from the investment fund in the future and adding it to the general account.

DIRECTOR'S REPORT

The Library Director discussed the success of the Holiday Extravaganza; there were a lot of participants and volunteers from Jack and Jill of America and a few other sources. The event was spread out throughout the library and there wasn't a bottleneck problem with lines like in previous years. The fundraiser at Barnes and Noble in Rochester Hills had a great turn out and the Friends of the Library were valuable volunteers. The Director had some concerns about the physical facilities, namely repairs that were needed to the fire alarm system and the security gate, as well as the suggested RFID labeling. There is one last payment owed to Lizut that the Director has ready, but which she wanted the board to be aware of. The system is installed, but it won't be tested and turned on until the spring of 2018.

Trustee Duvall stated that if the board was going to wait for the spring for a cooling test then there should be preparation taken for what steps are taken next if there is an issue.

Chairperson Richardson suggested an addendum be made to the contract to help these concerns.

Trustee Duvall asked about the concerns that had been brought to the board multiple times as well with the building systems. The Director responded that she had provided quotes in the past, but the board never went forward on the matter.

Trustee Waterman asked if the Library Director had received a statement from the attorney as requested by a motion the board made in the previous meeting. Chairperson Richardson stated that she had the statement.

Trustee Duvall asked about the investigators that were recommended. Chairperson Richardson stated that she had the suggestions and that they were sent to the board. The Director made copies for the other board members who hadn't seen the correspondence.

CHAIRPERSON'S REPORT

The Chairperson mentioned that \$60,000 dollars had been issued to Lizut and the system would be turned on in spring as the Director had stated. The matter with Honeywell has been resolved. The

Chairperson discussed concerns over checks which were signed by Ms. Green and Ms. Duvall, rather than by herself. She asked the board to consider continuing to support community organizations by going to ticketed events. Trustee Duvall agreed that the board support these events because they support the library.

Trustee Waterman felt that donations should come from the board members privately, rather than from the taxpayer money that is given to the library. It would be a decision for the new board to make, but she felt that perhaps the new board could create a policy regarding this.

ACTION ITEMS

A motion was made to approve the 2016-2017 audit. Motion Trustee Waterman, seconded Trustee Duvall; Roll Call; Duvall, yes; Jenkins, yes; Richardson, yes; Waterman, yes. Motion carried.

A motion was made to pay the \$500 dollar difference that was overlooked in the contract for Lizut. Roll Call; Duvall, yes; Waterman, yes; Richardson, yes; Jenkins, yes. Motion carried.

OLD BUSINESS

Trustee Jenkins read a resolution for the Library Board to disavow the false statements contained in the handbill which accuse the Library Director Devan Green of committing embezzlement of library funds and to go forward with an investigation contracted with an independent 3rd party investigator in order to identify those responsible for the release and distribution of the handbill.

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

Trustee Waterman mentioned that the board should take care of contacting the investigators as was suggested in the resolution.

A motion was made to act in accordance with the resolution by establishing the terms of the investigation by hiring one of the two suggested investigators at the discussion attorney at the rate of \$50 per hour and to investigate the matters as has been outlined in the resolution. Motion Trustee Waterman, seconded Trustee Duvall; Discussion; Trustee Jenkins mentioned that the attorney didn't want to be involved because he may be considered a witness. Trustee Duvall and Chairperson Richardson agreed that the attorney had mentioned that. Trustee Waterman withdrew her motion.

A motion was made for the board to establish a two-member body to decide between the two investigators and to do a proper interview to make that choice, and notify the board on the decision. Motion Trustee Waterman, seconded Trustee Duvall; Roll Call; Duvall, yes; Waterman, yes; Richardson, no; Jenkins, yes. Motion carried.

Trustee Duvall and Jenkins were nominated to be the two-member body who would interview the investigators and be on the committee.

A motion was made for Trustee Duvall and Jenkins to be approved the board as a committee to approve the investigator and notify the board before December 31st. Motion Trustee Waterman, seconded Trustee Duvall; Roll Call; Duvall, yes; Waterman, yes; Jenkins, yes; Richardson, no. Motion carried.

NEW BUSINESS

There was no new business discussed.

BOARD COMMENTS

Trustee Waterman reminisced about her time serving on the library board and how far the library has come from when it was closed down and she had to work to re-open it with the board at the time and influential citizens. She further discussed possibilities for the library to thrive in the future like helping with job searching through the Jobs Pipeline. She also mentioned the importance of the upcoming census for the City of Pontiac and that it would be nice for the library to be a source of receiving information and to participate as a community stakeholder.

Trustee Jenkins said that her term had been a wonderful ride, filled with many challenges.

Trustee Duvall discussed her meeting with Oakland University and their desire to work with and support the Library.

Chairperson Richardson discussed her work with the Pontiac Initiative and the School District.

The meeting was adjourned.

Submitted,

January 5, 2017

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library

BOARD OF TRUSTEES OF THE PONTIAC PUBLIC LIBRARY

RESOLUTION TO DISAVOW AND DISAPPROVE OF PUBLICATION AND DISTRIBUTION OF HANDBILL DOCUMENTS DISTRIBUTED AT CITY POLLING STATIONS DURING THE NOVEMBER 7, 2017 GENERAL ELECTION

At a Regular Meeting of the Library Board of Trustees of the Pontiac Public Library, Oakland County, Michigan, held at the Library in the City of Pontiac on the 20th day of December, 2017, at 6:45 p.m.

PRESENT: DuVall, Jenkins, Richardson, Waterman

ABSENT: Jones, Allen

The following Resolution was offered by DuVall and seconded by Jenkins.

WHEREAS, the Pontiac Public Library (hereinafter "Library") is established in accordance with Section 10a of Act 164 of the Public Acts of 1877 ("Act 164"), being MCL 397.210a, as amended, to provide library services to the City of Pontiac;

WHEREAS, the Library's Board of Trustees (hereinafter "Board") has learned that a handbill attached hereto as Attachment A (hereinafter the "Handbill") was distributed to voters at one or more polling stations located in the City of Pontiac during the November 7, 2017 General Election, without the prior knowledge or approval of the Board;

WHEREAS, the Board finds that the Handbill contains false and reprehensible statements about claimed actions and conduct of the Board, Mayor Deirdre Holloway-Waterman, and Library Director Devan Brie Green and the Board desires to make an accurate statement on these matters; and

WHEREAS, the Board desires to authorize an investigation to be conducted by an independent third party into the unauthorized publication and distribution of the Handbill, which included a confidential personnel document pertaining to the Library Director;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Pontiac Public Library, Oakland County, Michigan as follows:

1 The Board did not authorize and hereby disavows and disapproves of the false and reprehensible anonymous statements contained in the Handbill that Library Director Devan Brie Green committed an act of embezzlement of Library Funds for two (2) consecutive years or committed any acts of embezzlement whatsoever at any time.

2. The Library Board did not authorize and hereby disavows and disapproves of the false and reprehensible anonymous statements contained in the Handbill that the Board was advised by legal counsel concerning any acts of alleged employee embezzlement of Library funds or that the Board failed or refused at any time to vote to remove any Library employee that had committed an act of embezzlement of Library Funds.

3. The Library Board did not authorize and hereby disavows and disapproves of the reprehensible conduct of the anonymous unauthorized disclosure of the confidential employee document attached to the Handbill consisting of an unsigned Salary Overpayment Reconciliation Agreement.

4. The Board hereby disavows and denies the claims contained in the Handbill that it, either as a Board or through its individual Board members, failed or refused to take appropriate action in the face of any evidence of wrong doing by any employee of the Library

5. The Board further authorizes the retention of an independent third-party investigator, to be contracted on such terms as the Board deems proper, to investigate and render a written report that identifies the person or persons responsible for the release or distribution of the Handbill and the information and personnel document contained in the Handbill.

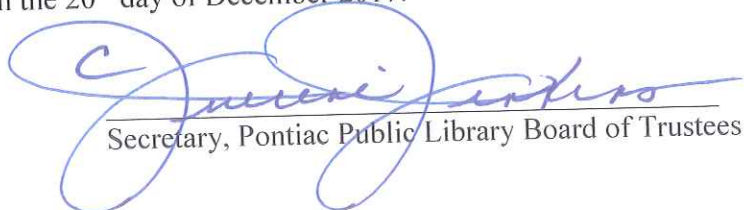
ADOPTED:

YEAS: 4

NAYS: 0

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting Secretary of the Pontiac Public Library Board, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Pontiac Public Library Board of Trustees at a Regular Meeting of the Library Board held on the 20th day of December 2017.


Secretary, Pontiac Public Library Board of Trustees