

PONTIAC PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Wednesday February 22, 2017
5:30 p.m.

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

Motion to approve agenda made by Trustee Duvall, seconded by Trustee Jones. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Richardson yes. Motion carried.

PUBLIC COMMENT

Stephanie Lawson- Library Staff shared her concerns with the Employee Handbook that was put into effect at the end of the year. Ms. Lawson stated that some part-time staff members work other jobs in order just to make ends meet or to provide groceries for their families, the reduction in staff hours would add a hardship on the part-time staff members as well as the full time. This year, the staff will loose approximately \$200 in wages according to the 2016-2017 budgets. The loss of paid holidays for part-time staff was eliminated in the revised Employee Manual that staff members received in the previous Employee Manual. Ms. Lawson shared something that her mother used to say; "just because you have the right to do something, does not make it right".

Gregg Rorhig, stated that most of the staff at the library was unhappy with the new Employee Handbook. The only benefit that the part-time staff had was the holiday pay that has now been taken away. Most part-time staff members work at least 30 per week. In addition, he stated that the full time staff is losing three days of pay and vacation days earned. He further stated that the staff works hard even short staffed, and for the board to implement this handbook and take away holiday pay and vacation pay is a sign of disrespect. He further stated that the staff was not asking for anything new, but not to take away was they are currently receiving.

Jesse Cleary, Library Staff Teen Librarian. Mr. Cleary shared the same sentiment as the other library staff regarding the new Employee Handbook. Mr. Cleary asked that the board take another look at the handbook and consider making some changes.

Motion to approve the minutes for the December 27, 2016 and February 8, 2017. Motion made by Trustee Duvall and seconded by Trustee Jones. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Richardson yes. Motion carried.

The chair asked for a motion to move into Closed Session for the purpose of reviewing attorney opinons and employee matters. Trustee Duvall, asked that the agenda be adjusted to allow Mr. Darden to present his accountants report prior to going into Closed Session. The Chair stated that the previous motion to approve the agenda needed to be rescinded. *Trustee Duvall motion*

to rescind the previous approved motion, it was seconded by Trustee Jones. Roll Call: Duvall, yes; Jones, yes; Jenkins, yes; Richardson, yes. Motion carried.

Trustee Duvall motioned to adjust the agenda to allow the Financial Report to be heard. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes. Motion carried.

FINANCIAL REPORT

Mr. Darden began his report with the Budget vs. Actual. Beginning with the revenues. The actual, \$545,834, budget \$342,850.62, over budget \$202,96338. The variance should decrease as the year goes on and we receive our property tax dollars. In terms of operating expenses, budgeted amount \$413,845.24 actual, budgeted \$440,449.00, negative variance \$-26,603.76. This is a favorable variance which shows that we are under budget in expenses. Net income \$20,783.58. Anticipated budget excess of revenue -\$72,526.62. We currently have a surplus of revenue over expenses. The chair asked if the money from the investment was included in this report. Mr. Harden referenced the category of investment income. There is a positive gain of \$13,117.99. The chair indicated that an additional amount of \$5,000 had been reported to her by the investment banker. Mr. Darden referenced the Balance Sheet. Total current Checking and Savings asset balance \$1,254,670.60; Total fixed assets \$464,360.38; Total current liabilities \$4,893.86; Total Liabilities and Equity \$1,719.030.98.

Motion to go into Closed Session to discuss attorney opinion and employee matters made by Trustee Duvall, seconded by Trustee Jones. Roll Call; Duvall, yes; Jones, yes; Richardson, yes; Jenkins, yes. Motion carried.

Trustee Waterman joins meeting during closed session.

Motion to require signed acknowledgement of handbook by employees within ten (10) business days made by chairman, seconded by Trustee Duvall. Roll Call; Jenkins, yes; Jones, yes; Richardson, yes; Duvall, yes; Waterman, yes. Motion carried.

Trustee Jones motioned to approve the Employee Handbook and to require Library Director to provide all part-time and full-time library staff with acknowledgements of receipt for signature within ten (10) businesses or by March 17, 2017and place in all employee records. Seconded by Trustee Duvall. Roll Call; Jones, yes; Duvall, yes; Waterman, yes; Richardson, yes; Jenkins, yes. Motion carried.

Trustee Jones motioned to include the current Employee Handbook be attached to the meeting minutes of February 22, 2017, seconded by Trustee Duvall. Roll Call; Jones, yes; Duvall, yes; Jenkins, yes; Richardson, yes; Waterman, yes. Motion carried.

Trustee Jones motioned to accept the Honeywell proposed settlement in the amount of \$3,000 of a \$9,000 dispute and authorize the chair to sign agreement. regarding a dispute over invoicing, seconded by Trustee Duvall. Roll Call; Jones, yes; Duvall, yes; Richardson, yes; Waterman, yes; Jenkins, yes. Motion carried.

SPECIAL PRESENTATION BY LIBRARY STAFF

The Library Director shared some statistics from the last fiscal year. The library loaned 7,837 items to other libraries, we borrowed 4,366 from other libraries. There were 67,274 sessions of public internet computers, 18,228 active registered borrowers, the amount of print materials borrowed from the library 84,982, 2,738 audio units and 5,126 video units.

DIRECTORS REPORT

Devan Green, library director reported on the Martin Luther King activities. The director stated that she had received some positive feedback and mentioned that they were touched by the Library's presentation honoring Hubert Price. during the Anniversary Gala. The Security Gate and Fire Alarm was mentioned.

TREASURER REPORT

Trustee Duvall had the treasurer's report from February 8th meeting with updated figure. was presented as part of the board packet. Trustee Duvall stated that if there were any questions to contact her. Trustee Waterman shared that property values increased 10. 6%

CHAIRMAN REPORT

The chair stated that the Anniversary Gala was wonderful. It was suggested that items for the silent auction should be located where they could be seen. The gala was an overall success, and it was well attended. Some sponsors who missed the deadline for the Anniversary Souvenir Book were given the opportunity to donate and some agreed to support the library. The chair met with Kier Standard Magazine, located in Oakland County to the partnership with the Pontiac Public Library and Pontiac Schools by providing our students the opportunity to publish some of their writings. The Safe Sleep workshop will be held Thursday, 23rd at 11:30 a.m.

Concerns about Security and patrons. The chair stated that we should provide our patrons with a better quality of seating chairs, which would cut down on the cost of repairing or replacing chairs that do not address the patrons need through accommodation. / The chair stated that she observed a patron laying on the ramp asleep and leaning on ramps. / The chair stated that we should publish RFP's for Alarm, Fire and Water systems. / Women in History Forum will be held on March 25th. The chair indicated that board members could submit suggestions for speakers for the month. She would like all suggestions by Monday, February 27th. The Black History Month Celebration on Saturday February 25th. There will be food, music, poetry and the winners of the Black History Essay Contest will be announced. / There will be workshops held for the use of Pancake Pavilion and how fundraising should be done to raise money. / At the March board meeting, current contractors will be doing presentations to renew their contracts. / The chair suggested that the board calendar be adjusted to run as the budget year to July 1, 2016 to June 30, 2017. Trustee Duvall stated that the chair's suggestion was not in a form of a motion did not constitute a motion, there for the board decided to keep that current calendar.

Trustee Jenkins motioned to retain the current board calendar, seconded by Trustee Jones. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes; Waterman, yes. Motion carried.

OLD BUSINESS

NONE

NEW BUSINESS

Trustee Duvall stated that she has been approached to suggest to the board that we consider allowing space for the sororities and fraternities displays Trustee Waterman stated that because we are a public institution that we must be careful not to appear selective. The chair stated that this is something we will consider and make open to all Greek organizations. The chair stated that we are considering accepting a donation of dolls by Mattie Hatchett. She has already spoken to Mrs. Hatchett regarding a ceremony during the donation.

BOARD CLOSING REMARKS

Ms. Jenkins stated the front of the library is full of trash, cans, paper that can be seen from the street. The chair stated that she would contact the lawn service contractor.

Trustee Waterman commented on the gala and stated that it was a lovely event and was well done. She also asked if there was an early report on the gala fundraiser. Trustee Waterman stated that the packets are available for anyone running for re-election.

Trustee Jones commented on the success of the gala and thanked the committee.

Meeting adjourned by chair.

Submitted,

Friday March 3, 2017

Juliene Jenkins, Secretary
Pontiac Public Library Board