

## PONTIAC LIBRARY BOARD MEETING

Wednesday, February 25, 2015

The meeting was called to order by Chairman Richardson at 6:31p.m. Roll Call: Allen, present; Duvall, present; LeDuff, absent; Richardson, present; Jenkins, present; Waterman, absent. A quorum was present. Prayer was offered by Trustee Allen. The chairman called for the approval of the agenda. *Motion to accept agenda by Trustee Duvall, seconded by Trustee Allen. Roll Call; Allen, yes, Duvall, yes, LeDuff, present, Richardson, yes; Waterman, present, late arrival, Motion carried.*

### **PUBLIC COMMENT**

A verbal and written presentation/report was given by Polk Maintenance who provides maintenance and building services for the library. Mr. Polk described to Seven Step process they use when servicing the building. Mr. Polk also shared his interest in supporting the library and its programs. Trustee Duvall thanks Mr. Polk for his support and how the library looks brighter and a different look to passersby. Trustee Duvall asked that a carpet freshener to added during vacuuming.

Maurice Jones thanked the library for allowing him to participate in the 90<sup>th</sup> Anniversary Celebration. Public comment closed.

The chair asked for approval of the November and January board meeting minutes. Corrections have been made for November and the chair asked for a motion to approve the minutes. *Trustee Duvall motion that the minutes be accepted and the motion was seconded by Trustee Allen.* Trustee LeDuff asked what the corrections were and if the approval of the amended budget items had been passed. The chair stated the budget amendments were inclusive of the accountant report and thereby were approved when his report was accepted. Trustee Jenkins stated that she had sought advice from two non-profit CFO's regarding the budget amendment process and the validity of approving amendments. Trustee Allen interjected asking if there was a motion on the floor during Trustee Jenkins comments. Trustee Jenkins yielded to Trustee Allen and discontinued her objections to the way the budget amendments were approved. *Roll Call: Allen yes; Duvall, yes; Jenkins, no; LeDuff, no; Richardson, yes. Motion carried. Motion for January minutes. Motion made by Trustee Duvall, seconded by Trustee Allen.* Chair called for question. Trustee LeDuff asked why the November and January minutes were being done by the Library Director's administrative assistant. Chairman Richardson stated that the disc provided Trustee Jenkins was not readable. *Roll Call; Allen, yes; Duvall, yes; Jenkins, no; LeDuff, no; Richardson, yes. Motion carried.*

### **CHAIRMAN'S REPORT**

The chair directed our attention to the Free Little Libraries that will be located throughout the community. The seniors from the Waterford senior center built the first one and the materials will be donated by Home Depot. The placement of these library boxes will be an asset to the community including Unity Village who has committed to building three. Signs – statements were made regarding the signs for the library. The chairman stated that the signs will be removable. That when the library moves to another location, this building would just be another location. The Library Director's evaluation is being scheduled. We are preparing for a retreat; there is a partnership with Oakland University College Readiness Program. There are subcommittees that are being put together. The chair recognized Trustee LeDuff who asked if there were any committees and discussions currently in place regarding the library moving. Trustee LeDuff asked about the library moving and the chair responded with "I've answered that". Trustee LeDuff also asked if it was possible to obtain sponsors for the

purchase of the signs. The chair stated that we have not addressed that so she can't answer that. Trustee Waterman stated that they had deferred the purchase of signs because it would indicate that the library was committed to staying at the current location and costly. The chair recognized Trustee Jenkins who stated that one of the ways we got to the signs was during a discussion regarding the budget amendments.

### **FINANCIAL REPORT**

Mr. Harden presented his monthly Financial Report for July, 2014 through January, 2015. The discussion was geared towards the Budget and Actual. In terms of the budget, currently the budget does not reflect the approved budget amendments. They will be incorporated in the February report. One data file will be incorporated to report on both the financial statements and balance sheets. An update budget will contain the budget amendments. The chair recognized Trustee LeDuff who asked if the Gala expenses were included in his report. Trustee LeDuff also asked about the electricity costs. Mr. Harden stated that we are currently under budget in that area. The chair stated that the Library Director could give her a copy of the electric bill. Chair recognized Trustee Waterman, who provided information regarding the increase of property taxes to prepare for our next fiscal budget. Trustee Waterman also asked about the bank statements and should be a part of the Treasurers Financial Report. Trustee Waterman made a motion that the bank statements become a part of the monthly Treasurers Report. Mr. Harden stated that his engagement was 2 part; 1, to record the on-going transaction in profit and loss; 2, was to retroactively recreate out financial records. Using a balance sheet would give a more accurate view of where the finances are. Mr. Harden is responsible for the banking statements and expenditures. Trustee Waterman asked the bank reconciliation statement be included monthly to the board. The Library Board Treasure does not provided a monthly bank report, but works with the accountant. The chair stated that Trustee Waterman should limit her comments and it was not fair to ask for information from the accountant. Trustee Jenkins stated that the board should be aware of the finances, accurate reporting, and the bank statements. Trustee Jenkins stated that it is in our best interests that we understand where we are right now and understand what we are doing. Mr. Harden stated the balance sheet is not ready for presentation, because of the state of the records when he came on board, combined with two years without an audit because the records were in auditable. *Motion to accept Financial Report by Trustee Waterman, seconded by Trustee Allen. Trustee Waterman motioned to amend motion, to "motion to accept report for audit". Trustee LeDuff seconded to amended motion Roll Call, Allen no; Duvall, no; LeDuff, yes; Jenkins yes, Richardson no; Waterman, yes. Motion to accept Financial Report made by Trustee Waterman, seconded by Trustee Duvall, Roll Call; Allen, yes; Duvall, yes; Jenkins, no, LeDuff, no, Waterman, no. Motion Failed.*

### **DIRECTORS REPORT**

The Library Director stated that she had been working on the Anniversary Gala preparations. In addition, the director focused on some acquisition items. Replacing broken computers in the Youth and Adult computer Lab, and furniture. The Teen Librarian and Youth Librarian headed up setting up the Teen Zone with the assistance of WAM.

There were job vacancies posted. We now have employees Youth Librarian Assistant, Stephanie and a new Security Guard, Donald.

Anniversary Chairperson, Trustee Duvall asked the Library Director to provide the board with a written report. The Library Director provided an exhibit of the expenditures. A more in depth report forth coming. *Motion to accept Library Director's report Trustee Duvall, seconded by Trustee Waterman. Roll Call: Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carried.*

### **OLD BUSINESS**

Trustee LeDuff asked about the electric meter and would like a report on that. She also inquired as to the resolution of the matter between the City of Pontiac and the Pontiac Public Library regarding the deposited funds in the credit union. Trustee LeDuff also addressed the By-Laws Committee. The chair stated that By-Laws Committee was not old business. Trustee LeDuff stated that it was old business and has been brought up before. Trustee Jenkins reminded Trustee LeDuff that the chair has stated that there will be no By-Laws Committee. The chair directed the Library Director to send all board members copies of the last three DTE Bills and what percentage is paid. In reference to Trustee LeDuff's question, Trustee Waterman informed Trustee LeDuff that a letter was to have been drafted by the attorney as stated in the minutes from January 28, 2015 and that a motion regarding the letter was carried.

### **NEW BUSINESS**

Trustee Duvall gave her report beginning with acknowledging the board's ability to work together and demonstrate a united front. Trustee Duvall gave an update on the Pre-Anniversary activities including the children's story time. Donations and pledges are still coming in. Thanked the board for participation and support.

### **ANNOUNCEMENTS**

Trustee Allen requests that there be a presence of Library Board Members at the Annual Health Fair at the Macedonia Missionary Baptist Church, 512 Pearsall, and Pontiac, MI 48341 on Saturday, March 21<sup>st</sup> from 9:00 a.m. – 12:00 noon.

Trustee Waterman announced the Annual Boy Scout Breakfast, April 23, 2015, 7:30 a.m. at Baker College. This year the late Judge William Waterman will be honored. Tickets are \$45 each.  
Motion to adjourn, Trustee Duvall, seconded by Trustee Allen.

Submitted,

March 25, 2015

*Juliene Jenkins*

Juliene Jenkins, Secretary  
Pontiac Library Board of Trustees.