

# **PONTIAC PUBLIC LIBRARY**

## **Meeting Minutes**

February 26, 2014

I. Call to order by Chairperson Richardson, the regular meeting of the Pontiac Public Library at 6:45 p.m. on February 26, 2014 at the Lower Level Conference Room.

### II. Roll call

Secretary Jenkins conducted roll call. Present: Chair Richardson, Trustees Allen, Duvall, LeDuff, Jenkins, and Waterman.

Devan Green, interim director present.

Approval of minutes from last meeting: The minutes were reviewed from the January 23rd meeting. Trustee Waterman raises Point of Order and motions to strike as inaccurate regarding page 2, VI g) first sentence, holes in the budget. Trustee DuVall seconded.

Roll call by Jenkins: Allen, no. Duvall, yes. LeDuff, no. Richardson, No. Waterman, yes. Not passed.

Discussion held that there were no-line items paid and later taken under advisement by Chair Richardson. Trustee Jenkins motions to accept minutes. Seconded by Allen.

Roll call by Jenkins: Allen, yes. Duvall, yes. LeDuff, yes. Jenkins, yes. Richardson, yes. Waterman, yes.

### III. Public Comment: Mike McGinnis, Robert Cluckey and Mr. Polk present.

IV. Maintenance Proposals: Maintenance proposal is separate from the janitorial services. New maintenance proposal includes grounds, facility, services upstairs, downstairs, grounds as downstairs **and grounds were** not included in previous services. Term is for one year and then ~~extended~~ with an option for renewal at the 11<sup>th</sup> month review. Cost is \$2400 a month with supplies included. Trustee Allen motions to accept the maintenance proposal. Trustee Jenkins seconds. Trustee Waterman motions to amend the motion to include the service fee of \$2400 a month.

Roll call by Jenkins on the amended motion: Allen, No. Duvall, yes. LeDuff, yes. Jenkins, yes. Richardson, yes. Waterman, yes.

Roll call by Jenkins on the maintenance proposal: Allen, yes. Duvall, yes. LeDuff, yes. Jenkins, yes. Richardson, yes. Waterman, yes.

### V. Extended Space Usage Policies & Hold Harmless Agreement:

a) Sky's the Limit: Director proposes groups using the conference room over extended/regular usage need to sign a Hold Harmless Agreement. Usage cannot be of commercial industry. Policy will be developed.

b) Pontiac Library cannot be involved in the Pancake Shelter or any other business, PA 847. Vendors operate with food handler's license. Special meeting will be held with attorney present.

#### VI. Chairman's Report:

- a) Credit Union Account – We continue to have difficulty in meeting with former Trustees to update new signers on account.
- b) Audit: RFP audit extended to forensic auditors.
- c) Janitorial: RFP
- d) Pancake Shelter – ~~discussed~~ tabled.
- e) PNC banking program – Banking staff and youth will meet on February 27<sup>th</sup> for a banking and savings account extended program.
- f) Mature workers program – OLSHA and Urban League has a training program for ages 55+, working 20 hours a week at government paid minimum of \$7.45 7.40. Orientation at old OCC. Library ~~may~~ ~~accept~~ has applied for up to eight trainees.

#### VII. Interim Director's Report

- a) Approval of Check Register – Tabled
- b) Financial Report – Suggestion the Director's report and financial should be separated. Motion by Trustee Allen to table.
- c) Director's Station – Profile created through The Oakland Press to publish local events. Events are announced at Council meetings. Six boxes of new books were received from Barnes and Noble. New laptop and nonfiction teen books received. There were a few plumbing and drain problems. Black History program this Friday from 6 to 8 p.m. There were a few building temperature complaints. Three patrons were banned. Staff evaluations are completed with merit based salary raises. Longer term employees' salaries and hours were upgraded to 32 hours, circulation staff hours are 18 to 24. Library assistant position posted. QuickBooks has been installed. Online business enterprise checking credit line has been opened. PPL will receive cash back for utilities paid online.
- d) State Aid – Statistics have been tracked and filed.
- e) Budget Amendments – Ronnie Karpinski has resigned as business manager due to other obligations.
- f) PLA Conference – Interim Director and Chair will attend in Indiana, March 11-15.
- g) Michigan Municipal Library (MML) Control Recommendations – Annual meeting. Contractors with daily and weekly extended use at PPL must produce insurance certificate.
- h) Reminder: Black History Program this Friday.
- i) Researched Video Equipment for Recording Meetings – Ongoing research for purchase of flash drive/DVD and camera bundle equipment in order to post PPL Board meetings on website.

#### VIII. Old Business

- a) Update: Posting for Director – Job description for PPL director has been revised and reposted.
- b) PO Box address and keys: Keys have been asked for by Chair on two occasions. Former Chair turned over keys tonight along with \$36 invoice for PO box payment in May 2014.
- c) Building and cabinet keys:

- IX. Old Business – Discussion held regarding telephone consultation with attorney for research incompatibility, per request of the Operation committee resulting in legal fees and now who is to pay. Operation committee makes recommendations but not bring in consultants. Trustee Allen motions not

to submit payment for the legal fees for ~~Dr. Waterman's seat on the Library's Board and as Mayor of the City of Pontiac~~, incompatibility. Jenkins seconded.

Roll call by Jenkins: Allen, yes. LeDuff, yes. Jenkins, yes. Richardson, yes. Waterman, No. Duvall not present. Motion not passed.

X. New Business – Partnerships tabled.

XI. Trustee Waterman motions special meeting to discuss maintenance proposal and financial items are tabled until Tuesday, March 4 at 6:30 p.m. LeDuff seconded.

Roll call by Jenkins: Allen, yes. LeDuff, yes. Jenkins, yes. Richardson, yes. Waterman, yes. Duvall, not present at this time.

XII. Adjournment

NEXT MEETING, ~~SPECIAL~~ REGULAR: **Tuesday, March 4, 2014, 6:30 p.m.**

Minutes submitted by: Karen Barner, 3/3/14.

Approved by Board on 3/4/14.