

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- February 28, 2018
5:37 P.M.

The meeting was called to order by Chairperson Hatchett. Roll Call: Rutherford, present; Hatchett, present; Earl, present; Richardson, absent; Maxie, present; Duvall, present. A quorum was present.

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

A motion was made to change the agenda and move the investigation as the first item under Old Business list for the benefit of the investigator and to add the Chairperson's Report to the agenda; a motion was made by Trustee Duvall, seconded, Trustee Rutherford. Roll Call; Hatchett, yes; Duvall, yes; Earl, yes; Maxie, yes; Rutherford, yes. Motion carried.

PUBLIC COMMENTS

Michael D. Williams, a member of the Friends' of the Pontiac Public Library addressed the Library Board and reported on recent changes to the officers of the Friends group as well as plans for future events and partnerships.

Wayne Chan from Fifth Third Bank introduced himself to the board and welcomed any questions they may have regarding the Library's account.

MEETING MINUTES

A motion was made to accept the minutes from the December 20, 2017 meeting; Motion Trustee Duvall, seconded Trustee Rutherford; Roll Call; the ayes had the majority. Motion carried.

A motion was made to accept the January 2018 meeting minutes; Motion Trustee Duvall, seconded, Trustee Earl; Roll Call; the ayes had the majority. Motion carried.

PANCAKE PAVILION DISCUSSION

Chairperson Hatchett requested Trustee Duvall fill the board in on the agreement between the previous board and Mr. Hawkins, in lieu of Mr. Hawkins absence from the meeting. Director Devan Green was referred to for specifics and she mentioned that Mr. Hawkins was initially part of Unique Food Management who the library had an agreement with, but after he started his business, Holy Smokes Barbecue, he informed the old board he would be using the space and offer a percentage of the profits to the library. There is no current formal agreement or contract written up with Mr. Hawkins and his use of the Pancake Pavilion.

The board had issues about the access and accountability of the funds for the use of the Pancake Pavilion. The Pavilion is a part of the Pontiac Public Library so the board does want more accountability for its use and upkeep. Chairperson Hatchett asked if the board wanted to invite Mr. Hawkins to a

special meeting. There was also discussion about reaching out to Rosa Randolph who is the head of Unique Food Management.

A motion was made to bar Mr. Hawkins from using the Pancake Pavilion until there is a resolution regarding the use of and money made while located out of the Pavilion; Motion, Trustee Rutherford, seconded, Trustee Earl; Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Richardson, abstain; Maxie, yes; Rutherford, yes. Motion carried.

A motion was made to have a special meeting to address the issues with the Pancake Pavilion and to invite Mr. Hawkins and Ms. Randolph; Motion Trustee Duvall, seconded, Trustee Rutherford; Discussion; Trustee Richardson said that traditionally the month of March is when the board votes to have vendors come give presentations and a decision is made on their retention; Chairperson Hatchett stated that she would get together with Director Green in order to get a list of vendors to contact for next month who we would need to review agreements with; Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Richardson, abstain, Maxie, yes; Rutherford, yes. Motion carried.

FINANCIAL REPORT

Mr. Harden, the library's accountant reviewed profit and loss budget vs. actual report from July 2017-January 31, 2018. Property taxes reflect a favorable variance for the library. Total income for the library reflects a positive variance as well. The library has an unfavorable variance in professional services, meaning the library is over budget in this line item, due mainly to professional library membership services. The library is under budget in expenditures for total operating expenses.

Trustee Duvall asked if there was a large contribution to the under budget variance in operating expenses. Mr. Harden responded that it was due to a few categories including employee wages and technology expenses. Trustee Richardson asked what the investment fund was at during the prior month because she believed there was a loss in the investment fund. The board discussed the possibility of taking money out of the investment fund in case there were any issues with the market; it was decided that this would be on the agenda for the March meeting.

Mr. Harden continued his report and reviewed the balance sheet. Total checking and savings has \$1,204,966.676 and total current assets of \$1,205,581.76 and total fixed assets of \$505,357.64 for a total asset balance of \$1,710,939.40. Total liabilities are \$1,236.95 and equity is \$1,709,702.45 for a total liabilities and equities of \$1,710,939.40.

A motion was made to accept Mr. Harden's financial report; motion Trustee Duvall, seconded, Trustee Earl; Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Richardson, yes; Maxie, no; Rutherford, yes. Motion carried.

TREASURER'S REPORT

Trustee Maxie gave the beginning balance as of January 1, 2018 of \$662,573.67 and ending balance as of January 31, 2018 of \$611,630.87. Deposit totals for the month of January total \$69,857.51. The balance of the investment account as of January 26, 2018 was \$579,362.67. Notable deposits include a millage deposit on the 16th of January of \$8,056.50, a millage deposit on the 9th of \$54,610.04. Trustee Maxie felt the Treasurer's Report was difficult to understand.

A motion was made to accept the Treasurer's Report as is and if there is a correction to be made to do so at the next meeting; Motion Trustee Rutherford, seconded, Trustee Earl; Discussion; Chairperson Hatchett spoke against the motion because she felt that if the person reading the report didn't understand it then how could the board comfortably vote on it. Trustee Rutherford stated that she wasn't sure why Trustee Maxie couldn't understand the report if his name is attached to it. Trustee Maxie clarified that he didn't prepare the report. Trustee Rutherford withdrew her motion; Trustee Earl withdrew his second.

Director Green clarified that she was continuing the practice started under the old board where she prepared the Treasurer's Report and the figures be read aloud by the Board's Treasurer. Chairperson Hatchett suggested Trustee Maxie get together with Director Green in order to come up with a format that works for Trustee Maxie for the Treasurer's Report.

A motion was made to not accept the Treasurer's Report because the Treasurer himself would like to get clarity; Motion Trustee Maxie, seconded, Trustee Earl; Roll Call; Hatchett, yes; Earl, yes; Richardson, yes; Maxie, yes; Duvall, abstain, Rutherford, no. Motion carried.

DIRECTOR'S REPORT

The Library Director addressed the Board about local activities in the community, notable the partnership with the Housing Commission and the Taylor brothers to go see the Black Panther movie and have a pizza party afterwards at the Library. The State Aid report was submitted which will help provide the Library money from the State of MI for its completion and meeting certain conditions.

Updated quotes were provided for the copier and RFID for the Board to review under Action Items. Two bids were provided for the fire alarm system; Trustee Richardson asked if the bids were for leasing or purchasing the fire alarm system. Trustee Rutherford felt that the board should make a decision because the current fire alarm system doesn't work. A representative from Guardian Alarm was in attendance and prepared to answer questions on the Guardian Alarm bid. The Guardian Alarm bid is for a lease agreement with a one-time installation fee and monthly payments to the company. The representative wasn't certain how much it would cost to buy the alarm system at this time and would have to investigate the matter later. The representative didn't think there was an advantage to purchasing the fire alarm system outright over leasing it, except perhaps from tax write-offs.

A motion was made to vote now on the bid; Motion Trustee Duvall, seconded, Trustee Rutherford; Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Richardson, no; Maxie, yes; Rutherford, yes. Motion carried.

A motion was made to select Guardian Alarm as the vendor for the fire alarm system with the contingency that they provide the additional information the Board was requesting; Motion Trustee Duvall, seconded, Trustee Rutherford; Discussion; Trustee Richardson wanted to know what the contingent information was; Trustee Duvall responded that she felt the lease amount broken down would be fine with the option to buy-out the equipment at the end of the lease; Roll Call; Hatchett, yes; Duvall, yes; Earl, yes; Richardson, yes; Maxie, yes; Rutherford, yes. Motion carried.

The Corrective Action plan sent from the State of MI asks for a statement on how the expenditures have exceeded revenues for the Library over the last 3 years and what the Library's plan is to correct this action. The Director read the letter she had prepared for the State to the Board.

In regards to staffing, the Director reported that Joshua Campeau was promoted to Operations Librarian. The Electrical issues which occurred during the month of February were reported and it was discovered that the Boiler Room and Computer Lab power were on the same panel and the electricians of Williams Electric recommended that these be moved. Trustee Duvall recommended that local electricians be contacted for a second report on the electrical issue.

The board discussed if they wanted to still pursue this matter with Williams Electric, or get bids for the new job.

A motion was made to continue with Williams and Electric based; Motion Trustee Maxie, seconded, Trustee Duvall; Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Richardson, yes; Maxie, yes; Rutherford, yes. Motion carried.

CHAIRPERSON'S REPORT

At this time the Chairperson's Report was postponed and the floor was given to Mark Roland, the private investigator.

PRIVATE INVESTIGATION

Mr. Roland discussed his process attempting to interview those who may have information pertinent to the investigation. He hasn't had much luck yet getting in contact with most people and would like more time to gather information for a more detailed report. He asked the Board members present if they would be willing to talk to him and schedule an appointment as their names are on the list amongst others.

CHAIRPERSON'S REPORT

Chairperson Hatchett informed the Board about a correspondence that was sent to the board from Kotz, Sangster, and Wysocki's Law Office regarding fees to be paid and wanted to know the details. Director Green, responded that she had a copy of the same invoice and that the Law Firm was in the habit of sending a copy to the Director and the previous Chairperson on the prior Board. Chairperson Hatchett asked the Director to make sure that these bills were for the same invoice.

Chairperson Hatchett also shared a letter from Lizut Mechanical addressed to the Board regarding the addendum made to the initial agreement. Trustee Richardson explained why the prior Board drafted this addendum to the agreement, which was due to concerns about whether the system works since the system can't be tested until the spring, when the heat is turned off. There was concern over whether the agreement was signed because the copy in the Board mailbox wasn't. Director Green did think it was signed and that she had a copy filed away, which Chairperson Hatchett requested to see.

The Chairperson also shared a letter from GIRDLE about their event in May and their request for support. She passed the letter around for the Board to see so that they could take down the information and decide if they would offer support.

OLD BUSINESS

The dispute with Honeywell was discussed. They were our prior HVAC Company and we had a dispute with them about payment. A settlement was agreed upon, but there was issue with Honeywell receiving the payment. There was also confusion over whether a signed and notarized agreement had been sent by the prior Chairperson of the Board. Chairperson Hatchett asked Trustee Richardson if such an agreement had been set to which she attested it had. Chairperson Hatchett had signed and notarized a new copy to send to Honeywell. Trustee Rutherford asked if the original agreement sent to Honeywell could be sent back to the Board and requested that the Director request for this information.

NEW BUSINESS

Trustee Duvall reported on the partnership between the Library and Oakland University. Trustee Duvall and Director Green met with a representative of the University, Glenn Macintosh, to come up with some regular programs that they could have a continuous partnership in.

Trustee Rutherford mentioned a group who would be at the Library in April called Your Vision, Your Beauty. There will be a vision board party, and women speakers meeting at the Library on April 14th. She asked for the Board to support and donate some magazines. The event is sponsored by Your Vision, Your Beauty and hosted at the Library.

A motion was made to vote on the copiers; Motion Trustee Duvall, seconded, Trustee Rutherford; Trustee Duvall rescinded her motion.

Director Green was asked her opinion on the copiers and her recommendation to either lease or buy the machines. She recommended that the Board should lease the copiers.

A motion was made for the Library to buy the new copiers that the Board was provided quotes for; Motion Trustee Rutherford, seconded Trustee Earl; Discussion; Trustee Richardson mentioned that if there was concerns of purchasing the copiers with the budget which would need to be amended, that the Board could vote to use money from the investment fund; Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Richardson, yes; Maxie, yes; Rutherford, yes. Motion carried.

BOARD COMMENTS

Trustee Maxie thanked Director Green for putting signs up about the Promise Zone which is a program in place to help kids fund college.

Trustee Earl mentioned that the next day at 11am he was receiving a proclamation from the Mayor and City of Pontiac.

Trustee Rutherford stated that she felt she was disrespected at the day's Board Meeting because of the way other Board members behaved while she was talking.

Chairperson Hatchett mentioned that a constituent had complained about the physical appearance to the outside and inside of the Library.

A motion was made for the adjournment of the meeting; Motion Trustee Maxie, seconded Trustee Duvall. Roll Call; the ayes had the majority. The meeting was adjourned.

Submitted,

March 8, 2018

Joshua Campeau, Operations Librarian
Pontiac Public Library

DRAFT