

PONTIAC PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 8, 2017  
5:30 p.m.

The meeting was called to order at 5:32 p.m. by chairperson, Rosie Richardson with the following board members present: Trustee Allen, Trustee Duvall, Trustee Jenkins, Trustee Jones, and Trustee Richardson. Trustee Waterman was absent.

A moment of silence was observed.

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

*Motion to approve the time change for board meetings to 5:30 p.m. made by Trustee Duvall, seconded by Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes. Motion carried.*

*Motion to approve minutes from October, November and December Board Meetings made by Trustee Duvall, seconded by Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes. Motion carried.*

*There were no Public Comments.*

#### FINANCIAL REPORT

*Mr. Darden was not present, but a written report was submitted. The Treasurers Report was tabled until the February 22<sup>nd</sup> board meeting.*

#### CHAIRMAN REPORT

Discussion was held regarding the Open House on Friday, February 10, 2017. For entertainment by Charles Anthony, food and demonstration of the 3D printer. The Black History Month programs were being presented with guest musician Quincy Stewart and activist Kenny Anderson. On February 25<sup>th</sup>, a Soul Food Festival, local authors, Dancers and music will be held from 1 p.m. – 4 p.m. The Anniversary Gala was also discussed. The chairman indicated that all board members should have received updates via email. Trustee Waterman submitted a photo with bio to accompany her photo in the anniversary book, but it was decided that no bios of the board members were going to be used. The chairman suggested that we use the photos currently on display at the library. The tribute to Hubert Price will include a video. Discussion included valet parking, sponsorships and items for the silent auction. Local businesses around the Arts Center have agreed to allow us to use their parking lot. The chairman suggested that each board member receive ten tickets. The chairman asked about a portable coat rack. Trustee Duvall asked if the final meeting regarding the gala would be Thursday February 16<sup>th</sup> AT 2:30. It was suggested that we have additional photos of Mr. Price displayed throughout the venue. Trustee Allen suggested that we give Mrs. Carolyn Price an appreciation gift. The chair stated that this year's

Anniversary Book is dedicated to Mr. Price. Trustee Jenkins stated that having large photos of Mr. Price displayed throughout the venue would be overkill. The chairman agreed.

#### DIRECTORS REPORT

Devan stated that she did receive a copy of the Employee Handbook and provided copies to the staff. She further stated that the staff had some concerns and would like to meet with the board to have them addressed and to clear up some of their concerns. There seems to be some confusion regarding two different handbooks. The chair stated that the last handbook that the attorney provided her was the one that the staff members were to sign. Specifically the 180 day rule for complaints and an acknowledgement of receipt. The board reviewed the Employee Handbook and voted to accept it. Trustee Duvall concurred with the chair that receiving a copy of the Employee Handbook was part of the hiring process. Trustee Richardson stated that the topic is not up for debate and again stated the staff has been free to come before the board and share their concerns during public comment. The chairman stated that this discussion was closed. The Director addressed some of the issues including taking away some of the staff vacation, if they were going to be compensated for the loss of earned time. Trustee Duvall asked why there were so many questions at this point. The Director stated that there was a different handbook that she reviewed with the attorney than the one that was provided to her by the chairman. Trustee Duvall asked why was it necessary to review the handbook again, and if so, why didn't the staff come before the board. The Director stated that since October, there was no board meetings held where the staff could come and share their concerns. The chairman restated that the staff still needs to sign that they received it. Trustee Duvall suggested that a special meeting be held to resolve this issue once and for all. The chairman stated that the attorney will be present at the February 22<sup>nd</sup> board meeting and some time will be set aside for the staff to address their concerns.

The Director stated that we need to install a fire alarm. She asked the possibility for a RFP to obtain quotes for a fire and carbon monoxide alarm system. This is the result of the recent smoke event, since we do not have a fire alarm or sprinklers. Trustee Jones asked if there was a protocol currently in place for evacuation. Trustee Duvall suggested that we bring in the Fire Department for a drill and/or evacuation plan. The Director discussed raises in her report regarding staff.

#### ACTION ITEMS

Change in meeting times and flexible dates.

#### OLD BUSINESS

NONE

#### NEW BUSINESS

NONE

#### BOARD MEMBER CLOSING COMMENTS

NONE

Discussion was held regarding demotion of staff member. *Motion to provide the employee file to attorney made by Trustee Duvall, seconded by Trustee Allen. Roll call; Allen, yes; Duvall, yes; Jones, yes; Jenkins, yes; Richardson.*

Meeting was adjourned@ 6:24 p.m.

Submitted

February 15, 2017

Juliene Jenkins, Secretary  
Pontiac Public Library Board