

PONTIAC PUBLIC LIBRARY

Meeting Minutes

January 23, 2014

- I. Call to order by Chairperson Richardson, the regular meeting of the Pontiac Public Library at 6:30 p.m. on January 23, 2014 at the Lower Level Conference Room.

Roll call

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

Devan Green, interim director present.

- II. Approval of minutes from last meeting: The minutes were reviewed from the January 9th meeting. Trustee Jenkins motions to accept minutes. Seconded by Allen with corrections. Carried.
Roll call by Jenkins: Allen, yes. Duvall, yes. Jenkins, yes. LeDuff, yes. Richardson, yes.

- III. Public Comment: No one present.

- IV. Interim Director's contact: Revisions in the Interim Director's contract were made regarding length of contract, amount, last sentence of 4(b) to *or limits* and address. The new contract has been distributed to the Board. Ms. Green is in agreement with all of the concerns that were addressed. She is willing to sign the contract and plans on applying for the permanent position. Contract becomes effective when Ms. Green and Chairperson Richardson sign.

Motion by Trustee Allen to accept the contract as written. Trustee Duvall seconded.

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

- V. Chairman's Report:

- a) Credit Union Account: After discussion, it was decided to keep the credit union account separate from the bank account.
- b) Audit: Discussion held whether to have audit as previous or a forensic audit. Trustees prefer a forensic audit in order to avoid some challenges that were addressed from the last audit though an extension may be needed. There is no agreement with any CPA yet and names and cost of audit may be submitted to Chair Richardson by January 29th.

Trustee LeDuff motioned to begin forensic audit process and submit recommendations to Chair by January 29th.

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

VI) Interim Director's Report:

- a) Replacement checks and voided checks: Library Network received checks late. Missing checks were voided. There has been communication with vendors regarding overdue invoices.
- b) Audit: No update.
- c) Approval of check register: Register total is \$18,914.21. Checks are attached to invoices.
- d) Library Board's email address: pontialibraryboard@tln.lib.mi.us.
- e) Badges: Badges are ordered for Trustees which will display name, logo and office title.
- f) Update Black History Program, Events for February 28th: MLK essay contests, prizes, poetry, choir, praise dancers and mime, history, scavenger hunt and reception. We need to seek donations for food and utilize faith-based institutions and schools/academies for their participation.
- g) Budget amendments: Last year there were holes in the budget and expenses were paid for no-line items. Library Director can sign for expenditures up to \$500. Certain necessary increases will be made. New budget needs to be prepared now before the contract ends.
- h) Staffing: Evaluations and self-evaluations are being prepared and formal job descriptions. Merit-based raises are being considered for implementation. Library is still short staffed and tends to run smooth with staff of 14. Personnel budget is \$250,000. We can spend less on minimum staff of 12 and utilize temporary agencies for library science experienced staffing. Director will detail hiring process, interview first and second rounds, offer/reject. Sample letter attached to report.
- i) TumbleBooks: Newly web-based e-books subscription service through the Library Network is available. Pontiac-area youth will be able to access from home.

VII. Old Business

- a) Orientation agenda: January 25th overview includes breakfast, trustee role video, 2-3 hour presentation, early 1900s history of library, financial position by Ronnie Karpinski, upgrades, portraits in the Michigan Room and a full tour.
- b) Update Posting for Director: WSU posting of Director position will be pulled.
- c) PO Box keys have not been returned.
- d) Building and cabinet keys have not been received. A date has been set for return, otherwise a locksmith will change locks and the possessor of the keys will be billed.
- e) PPL Board's bio, only a couple have been received. A brief bio with photo is requested.
- f) Future Board meeting dates: Discussion held regarding which day of the week. LeDuff motions meetings held on the 4th Wednesday of the month at 6:30 p.m. Duvall seconded.

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

VII) New Business:

- a) An invoice over \$5,000 was received by the Board for conference calls with the former Chairperson and attorney. Conference calls were on December 26 and 30, after the new Board's term though no officers were in place, and January 10th. Chairperson will contact

attorney for complete details and then a closed meeting will be held. No Trustee can talk or have conference calls to our attorney without approval of the Board.

b) Trustee Duvall suggests The Board, Director and stenographer have fellowship once a quarter or six months. Library business will not be discussed.

c) Trustee Jenkins asks for a possession list of keys. The Pancake Shelter had a burst pipe and a locksmith had to be called in order to have the water turned off. Ms. Green now has a key. Repairs will be completed in two weeks.

d) Pancake Shelter usage needs to be heavily monitored in the future.

e) Trustee LeDuff suggests that a bulletin board is available for job and special event postings.

VIII. Adjournment

Trustee Allen motioned to adjourn the meeting and Duvall seconded at 8:35 p.m.

NEXT MEETING: Wednesday, February 26, 2014, 6:30 p.m.

Minutes submitted by: Karen Barner, 2/6/14.