

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- January 27, 2016
6:30 P.M.

The meeting was called to order by Chairperson, Rosie Richardson. Roll Call: Allen, present; Duvall, present; Jenkins, present; Richardson, present; Waterman, present.

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

A motion was made to approve the agenda; Motion, Trustee Allen, seconded, Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes; Waterman, yes; Motion carried.

PUBLIC COMMENT

Maurice Jones spoke about his dedication to the library through volunteer work, particularly in regards to the 91st anniversary, and his desire to continue to do more in the future. He thanked the library board for their service to the community.

Sharikia Hawkins stood up in support of Maurice Jones and his dedication to the board. She said he was a good representative of the millennial generation and recommended him for a seat on the board.

Patrice Waterman stood up in support of Maurice Jones joining the board.

Teresa Rogers also stood up in support of Maurice Jones.

Jordan Zlotoff introduced himself to the board and wanted to ask how he could support the board and the library as he had a background in education.

APPROVAL OF MINUTES

The board reviewed the meeting minutes for the December 2015 board meeting.

A motion was made to approve the minutes; Motion, Trustee Allen, seconded, Trustee Waterman. Roll Call; Allen, yes; Duvall, abstain; Jenkins, yes; Richardson, yes; Waterman, yes; Motion carried.

YOUTH LIBRARIAN PRESENTATION

Bonnie Balduf, the Early Literacy Librarian for the library gave a report on the month of December in general, as well as the holiday extravaganza which occurred in December. At the holiday extravaganza were about 50 volunteers from Jack and Jill of America. McDonalds volunteered and participated in the parade, as well as providing a costumed character. There was a winter art craft with 296 kids and cookie decorating.

She mentioned the success of the Minecraft program and the movie viewing of Inside Out, as well as several other programs. The Youth staff now regularly does outreach, at least once a month that

involves a story and a craft. There were a total 1,074 people who the Youth staff was able to reach in the month of December.

FINANCIAL REPORT

Mr. Harden began by reviewing the budget vs. actual report.

He began by looking at the revenue. The current property tax income is \$250,501 over budget through the month of December 2015. This is a positive variance in that the library gets early property tax revenue during the year and it should even out as the year progresses. The library is under budget in penal fines revenue of \$6,000 which is a timing issue because that revenue usually comes in at the end of the fiscal year. In addition, the library is currently under budget in the state aid by \$11,868 which is a timing issue to when the library receives the state aid revenue. Overall, there is a total over budget of revenue for this reporting period of \$179,020. That's a favorable revenue variance.

In terms of expenses, the library is under budget in professional service expenses by \$800,557. In total operating expenses the library is under budget by \$53,511. This gives a total of \$136,655 under budget in expenses.

With an over budget in revenue and an under budget in expenses the net income is higher than projected to the total of \$315,676 which is a favorable variance.

Looking at the balance sheet the total cash position is \$1,414,601. Total fixed asset is \$181,732 comprised of building improvements, equipment, library books, furniture and fixtures for total assets of \$1,596,333.24 dollars. Total liabilities are \$3,378 and there is a total net equity of \$1,592,955 dollars. Of that equity there is still a restricted net access of 1,000,000 dollars. Total liabilities and equity is \$1,506,333.24 dollars.

Discussion; Chairperson Richardson said she was glad the library was spending less and had a favorable variance. She mentioned that at the last meeting the board voted for an investment for half of a million dollars. Trustee Waterman gave a note of point to help with the cash flow to Trustee Duvall for the Treasurer's Report.

TREASURER'S REPORT

Trustee Duvall presented her Treasurer's Report to the other board members. The beginning balance as of December 1, 2015 was \$1,522,424.03 and the ending balance as of December 31, 2015 was \$1,448,303.53. The balance to date as of January 27, 2016 was \$1,411,042.77. Total deposits for the month of December were about \$16,000, with three notable deposits: on the 1st, 14th, and 28th of December. They were \$2,344.17 for the property tax millage, \$2,555.56 for the property tax millage, and an additional \$9,995.78 for the e-rate imbursement.

DIRECTOR'S REPORT

Director Devan Green discussed, the many holiday extravaganza programs, managing volunteers with the outreach library assistant and the library's gratefulness for the Jack and Jill volunteers, carpet tiling installation in the staff room, minor roofing maintenance, the audit preparation of fiscal year 2015, and proposed closing and board meeting dates that were in the packet, but not voted on. She also

mentioned that there were some exciting programs coming up to celebrate Black History Month and some new programs like karaoke. She presented the board with DVD's of last year's gala.

Discussion; Trustee Duvall stated that when preparing the report it would be nice to get the page numbers in sequence for future reports so that it would be easier to follow along.

CHAIR OF BYLAW COMMITTEE REPORT

Trustee Duvall, the Chair of the Bylaw Committee said that the committee had met three times already and had a final goal of presenting the report at the next board meeting. She said that she knew there was contention amongst the board that the chairperson had too much authority and that there were plans to rectify this; it had been decided that one stipulation in the updated bylaws report would deal with this issue by requiring contracts of more than 500 dollars to be voted on by the board. Trustee Duvall invited the board to give her input on the bylaws and any changes they felt needed to be made.

Discussion; Trustee Waterman wanted to refer back to a past motion that the bylaw committee was to be composed of three board members. Trustee Duvall, responded that the three board members were herself, Trustee Allen, and Chairperson Richardson. Trustee Waterman noted that the motion also required that the other three board members, not on the bylaw committee, were to be a part of the audit committee when it was established.

CO-CHAIR OF GALA COMMITTEE REPORT

Trustee Duvall, the co-chair of the Gala Committee thanked everyone's support for last year's gala and stated hopes that this year's would be just as successful. The budget for the gala was \$6,500 dollars and that amount had already been surpassed in sponsorships and donations. She thanked M1 Concourse, McLaren Oakland Hospital, Oakland University, Oakland Living and Human Service Agency, and UAW for their donations. The Gala will be February 19, starting at 5pm for VIP ticket holders, and then it will open to the general public from 6-11pm.

CHAIRPERSON'S REPORT

Chairperson Richardson began her report by mentioning that Focus Hope's new location would be at the library starting in March, in the lower levels of the library. She presented the trustees with bank and credit card statements. The millage prep was discussed, along with the date of June 2nd, which is the final date that the library's supporters can give facts on the millage to the public; they are working out of the 8th floor of the Ottawa Towers Building. Another discussion point was a one day liquor license which was meant to be used for the Gala at 7 N. Saginaw. She also mentioned that Jack and Jill of America acknowledged the library during their anniversary.

ACTION ITEMS

The floor was opened for nominations for the vacant Trustee position on the board.

Discussion; Trustee Duvall wanted everyone present to know that no matter what happened with the board position that there would still be plenty of opportunity for everyone present to be involved with the library- She mentioned the Friend of the Library Group that had been recently started.

Trustee Allen nominated Maurice Jones for the vacant position. Trustee Waterman seconded this nomination. Trustee Duvall nominated Jordan Zlotoff

The board voted between Maurice Jones and Jordan Zlotoff. Roll Call; Allen, Maurice Jones; Duvall, Maurice Jones; Jenkins, Maurice Jones; Richardson, Maurice Jones; Waterman, Maurice Jones. The new Trustee is Maurice Jones.

Two resolutions were brought before the board.

The first resolution was for the one day liquor license. It's titled: 2016 RESOLUTION TO ESTABLISH ONE DAY LIQUOR LICENSE FOR THE 92ND ANNIVERSARY CELEBRATION. It stated:

Resolution requesting that the State of Michigan grant the Pontiac Public Library a "One Day" Liquor License to be operated during the 92nd Anniversary Gala on Friday, February 19, 2015, at 7 North Saginaw, located in the City of Pontiac, Michigan.

A motion was made to pass the resolution; Motion Trustee Duvall, seconded, Trustee Allen. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Chairperson Richardson, yes; Trustee Waterman, yes; Motion carried.

The second resolution regarded employee payroll assessment due to suspicion that an employee's payroll was inaccurate. It's titled: EMPLOYEE PAYROLL RESOLUTION. It stated:

Whereas, the Pontiac Public Library Board of Trustees has been advised of possible inaccuracies in the rate of pay of one or more Library employee(s) and the Board deems it prudent that a payroll audit be conducted for the period of the 2014 and 2015 calendar years.

The Board hereby resolves that the Library Board Chair is authorized to have a payroll audit conducted for fiscal years 2014 and 2015 and, based on the results of the audit, enter into such agreements with employee(s) or take such other action on behalf of the board to correct any over or under payments of employee(s) compensation as are directed by the audit.

A motion was made to pass the resolution; Motion Trustee Duvall, seconded, Trustee Waterman. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Chairperson Richardson, yes; Trustee Waterman, yes; Motion carried.

OLD BUSINESS

Trustee Waterman discussed the library's involvement in Parent University with Oakland University and promoted the great relationship between the university and the City of Pontiac.

NEW BUSINESS

No new business was discussed.

BOARD COMMENTS

Trustee Jenkins congratulated Maurice Jones and welcomed him to his position on the board. Trustee Duvall echoed these sentiments. Trustee Allen echoed these as well and said that she was happy that Focus Hope was coming to the library. Trustee Waterman welcomed Maurice Jones as well and congratulated him on being a representative for the younger generation. Chairperson Richardson said that Maurice Jones would be a great asset to the board as he has already proven his dedication to the city. She asked if the board could host his swearing in on February 13th when Judge Walker would be at the library and he stated that he was free on the 13th for the swearing in process.

A motion was made to adjourn the meeting; Motion; Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes; Waterman, yes; Motion carried. The meeting is adjourned.

Submitted,

January 28, 2016

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library