

Pontiac Public Library Board of Trustees Meeting  
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342  
January 28, 2015  
6:30 P.M.

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

*Motion to approve the agenda for the meeting; Motion: Trustee Duvall, seconded, Trustee Allen; Discussion; It was noted that nothing should be added to the agenda mid-meeting, after it has already been approved; Roll Call; Allen, yes; Duvall, yes; Richardson, yes; Waterman, yes; LeDuff, yes. Motion carried.*

#### PUBLIC COMMENT

No comments were given by the public.

#### APPROVAL OF MINUTES

Trustee Jenkins arrived while the rest of the board was reviewing the minutes and joined the meeting. There were two changes to the September minutes that were addressed per Trustee Waterman, as well as two misspellings noted per Trustee LeDuff and Chairperson Richardson, respectively. The board discussed whether it was best to table the September minutes until changes were made.

*A motion was made to table the September minutes until further review. Motion: Trustee Waterman, seconded, Trustee Duvall; Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carried.*

*A motion was made to accept the changes to the minutes for the October meeting. Motion: Trustee Duvall, seconded, Trustee Allen; Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carried.*

After reviewing the November minutes there was concern over whether the budget amendments had been properly approved by the board. The way the minutes are written it appears as though there was not a motion to approve these amendments and that they were improperly approved as a part of the financial report. Mr. Harden addressed the board and clarified that he did report on the monthly financial report and the budget amendments separately, but the motion was made to accept both items.

*A motion was made to approve the minutes for November. Motion: Trustee Duvall, seconded, Trustee Allen; Discussion; Trustee LeDuff requested to have these minutes be tabled until there was review over whether the amendments had been properly approved; Trustee Waterman noted that if the minutes were approved then the board is approving them without having approved the budget amendments, and that the issue of the amendments will need to be returned to at a later date; Trustee Jenkins stated that*

*she was in agreement with Trustee LeDuff and Trustee Waterman and she would have to review the recording to see if the budget amendments were approved; Trustee Allen stated she was confused because it seemed Trustee Jenkins had said two different things; Trustee Waterman stated that she can't vote for a motion if she doesn't know the minutes are correct; Roll Call; Allen, yes; Duvall, yes; Jenkins, no; LeDuff, no; Richardson, abstain; Waterman, no. Motion does not carry.*

Chairperson Richardson asked if there was a motion to hold a special meeting to approve the budget amendments. Trustee Duvall stated that she did not think there should be because it seemed counterproductive since she believed the amendments had already been approved.

*A motion was made to table the minutes for November, 2014 until the next meeting in order to clarify whether there was approval by vote of the budget amendments. Motion: Trustee Waterman, seconded, Trustee Jenkins; Roll Call; Allen, no; Duvall, abstain; Jenkins, yes; LeDuff, yes; Richardson, abstain; Waterman, yes. Motion carries*

After reviewing Robert's Rules it was noted that abstaining votes counted toward the majority which was unknown to the board members who had abstained at the time. Another rule stated that a board member could gracefully ask that their vote be reconsidered, so Chairperson Richardson and Trustee Duvall gracefully ask that their votes be reconsidered as a no. Another rule notes that once the secretary announces the vote, the vote stands because it's a matter of public record, so if the vote is to be changed there must be a motion to reconsider the vote.

*A motion was made to reconsider the vote. Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, no; LeDuff, no; Richardson, yes; Waterman, no. Motion does not carry.*

#### CHAIRPERSON'S REPORT

Chairperson Richardson stated the bullet point of her report which include: the free library, picture frames from the Creative Arts Center, an open house of February 13<sup>th</sup>, participation for the anniversary is going well, there's preparation for an annual report, there's preparation for the Director's evaluation, there's consideration for a board retreat, the chairperson has a motion to request the attorney to prepare a letter regarding the split of the money from the credit union and the library board.

There was confusion over the chair report being received orally and not by way of written document. Chairperson Richardson assured that her report had always been an oral one. Trustee Waterman noted for the record that the board could request for all reports given by chairs of committees and the board to be received in writing.

#### FINANCIAL REPORT

Mr. Harden reconstructed the financial accounting records for the fiscal year 2013-2014 and produced a pre-audit financial statement for profit and loss as well as a balance sheet. Written documentation was provided. Mr. Harden then offered his recommendation that the audit report be approved by the board as it is currently presented. All of the financial statements present fairly the financial conditions of the operations of the library. A communication letter was provided that will communicate to the board any significant audit findings. Mr. Harden said that there were no significant negative financial findings when

reviewing the fiscal statements and once again he requested that the audit report be approved by the board so it can be given to the state.

*A motion was made that the audit for fiscal year July 1, 2013-June 30<sup>th</sup>, 2014 be approved by the board so that it may be submitted to the state of Michigan. Motion: Trustee Waterman, seconded, Trustee Allen. Discussion; Trustee Waterman requested to know when the documentation was due to receive state aid; The library director stated that the audit was due on December 31<sup>st</sup>, but a 30 day extension was requested; Chairperson Richardson wanted it noted for the record that the 2012-2013 audit report was turned in 9 months late, but the current report is only a month late with a 30 day extension, so it is on target. Roll Call; Allen, yes; Duvall, yes, Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carries.*

#### GALA REPORT

Trustee Waterman had concerns about the Gala that will take place on February 20<sup>th</sup> and wanted to ask some questions. She asked what the proposed budget was for the gala. Chairperson Richardson attempted to answer the question in the absence of the committee chair for the event and referred the board to a written document of expenditures for the gala. Trustee Jenkins added up the items listed and totaled the current cost spent toward the 20<sup>th</sup> anniversary at 23,322 dollars. Trustee Jenkins expressed concern that the budget for the 20<sup>th</sup> anniversary may not have been approved properly because it was inclusive in Mr. Harden's financial report at the November board meeting for the budget amendments totaling 179,000 dollars. Trustee Waterman was concerned that the library was spending too much money on the 90<sup>th</sup> anniversary events. Chairperson Richardson addressed this concern by stating that the library needs to use the money it has to give back to the community and show the patrons that we care about them.

#### DIRECTOR'S REPORT

Due to time constraints the director decided to highlight important sections of her report instead of reading the entire thing, however, written documentation was provided for the board. The director mentioned that the library now offers e-magazines and went over how this new feature of the website works. Proposed closing dates for 2015 were offered for consideration as they had not been approved when presented at the November meeting and there was no December board meeting.

*A motion was made to approve the proposed 2015 closing dates as listed by the library director. Motion: Trustee Waterman. The motion was not completed as the board needed time to review the proposed dates.*

The dates were reviewed by the library board. Trustee Jenkins stated that it may be better for the library to close earlier than 5:30pm for Thanksgiving on November 25<sup>th</sup>. There was discussion of staying open during the Dream Cruise, but most of the board felt the library should remain closed due to the large congestion of traffic that the Dream Cruise causes.

*A motion was made to amend the initial motion to state that the proposed closing dates by accepted with the exception that on Wednesday November 25<sup>th</sup> the library closes at 2pm. Motion: Trustee Waterman, seconded, Trustee LeDuff. Roll Call; Allen, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carries.*

The director continued her report and discussed sign quotes for two signs along Pike and Woodward, respectively, as she felt the current sign along Pike was small and out of date, and there currently is no sign along Woodward. The new boiler passed all its inspections and included in the January board packet was a written report called the Air Monitor Report about the new boiler system. The board chose not to decide on sign quotes at this meeting per suggestion of the director. The director gave tickets to the board members to sell for the 90<sup>th</sup> anniversary gala.

*A motion was made to receive the library director's report. Motion: Trustee Waterman, seconded Trustee Allen. Roll Call; Allen, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carries.*

#### OLD BUSINESS

No old business was discussed.

#### NEW BUSINESS

Trustee Allen mentioned that on March 21<sup>st</sup> Macedonian Baptist Church and a sorority are co-sponsoring a health fair and that she would like to see the library represented in a booth. Chairperson Richardson informed the board that the library was accepted by the American Libraries to have online driver's course practice tests.

#### ACTION ITEMS

Chairperson Richardson stated that she would like the board to have the attorney draw up a letter to give to the city of Pontiac for the split of the funds at Affinity Credit Union.

*A motion was made to have the attorney Ann Suerynck construct a letter splitting the funds of approximately 40,000 dollars at Affinity Credit Union so the library receives 75% and the city of Pontiac 25%. Motion: Trustee Jenkins, seconded, Trustee Allen. Roll Call; Allen, yes; Jenkins, yes; LeDuff, abstain; Richardson, yes; Waterman, abstain. Motion carries.*

*A motion was made to adjourn the meeting. Motion: Trustee Jenkins, seconded, Trustee Allen. Roll Call; Allen, yes; LeDuff, yes; Jenkins, yes; Richardson, yes; Waterman, yes. Motion carries.*

Submitted,

February 3, 2015

Joshua Campeau, Library Assistant, Administration  
Pontiac Public Library