

PONTIAC PUBLIC LIBRARY

Meeting Minutes

January 9, 2014

- I. Call to order by Chairperson Richardson, the regular meeting of the Pontiac Public Library at 6:30 p.m. on January 9, 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

- a) The minutes were reviewed from the January 3rd meeting. The corrections noted were the date to January 3 and Parliamentarian Rev. R. Derby was introduced by Trustee Allen to convene meeting. Trustee Jenkins motions to accept minutes with corrections. Seconded by Allen with corrections. Carried.

Roll call by Jenkins: Allen, yes. Duvall, yes. Jenkins, yes. LeDuff, No. Richardson, yes.

December 17th minutes were reviewed. Motion by Trustee Duvall to accept December's minutes and seconded by Allen.

Roll call by Jenkins: Allen, yes. Duvall, yes. Richardson, yes. Jenkins, yes. LeDuff, No. Carried.

- b) Discussion of videotaped PPL meetings for public viewing, those unable to attend. No need to videotape board meetings at this time. Also, discussion held regarding obtaining recorded minutes along with transcribed minutes. Board agreed transcribed minutes are acceptable.

- III. Public Comment: Mike McGinnis, Pontiac resident.

- IV. Atty. Matt Derby – Interim Director's contact: Interim Director provided a commentary including demographic corrections, effective date clarified to January 1st. There was a salary increase approximately the last two weeks in December. Language concerns, economic and non-economic terms, restrictions/conflicts regarding work hours and other activities as being an author, web design/graphic arts, discussed for clarification with a new draft contract being available in 10 days for Board's review. Interim Director will report to Board as required. A mutually accepted job description will be a part of the contract including hiring and suspension of PPL staff, authority to sign for monthly cash disbursements up to \$500. Per diem compensation is reasonable post-termination cooperation/availability. Also reviewed exit interview process and all PPL property turned in as indicated on a mutually accepted list. Future updated property lists will be provided to Board.

- V. Chairman's Report:

- a) PNC Bank Account Authorized Signatures: Trustees Richardson and Duvall and former Trustee Williams met at bank and updated new signers.

- b) Credit Unit Account: Accounts reviewed. Former Trustees Gupta and Derby names need to be removed and updated signatories.
- c) Outstanding checks: Ms. Green provided cleared check detail which also showed reimbursement for two employees. Check registers from November and December will be again reviewed as some vendors did not receive checks that were approved and signed at the November and December meetings.
- d) Audit: Letter received from financial consultant, a proposed engagement letter was sent 9/3/13 that they will start audit in September 2013 and have completed by November 30, 2013. We are a little behind in this audit period and need to have audit begun right away.
- e) Approval of Check Register: Outstanding checks are presented for change lock service, water main break from December, reimbursement for employees, and to bring the landscaping invoices up to date.
- f) Appoint Interim Financial Consultant: Motion by Trustee Duvall to appoint Ronnie Karpinski as Interim Financial Consultant to prepare for audit on a volunteer basis. Allen seconded. Mr. Karpinski detailed need for the June to December invoices to be organized and paid in order for a timely audit process.

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

VI. Board Contact Information

Published – Website: Board Members to determine how they are presented to the public on the website. Consensus is corporate email to be set up.

VII. Old Business

- a) Library science orientation with specialized library lawyer and consultant present for all Trustees scheduled on a Saturday, tentatively January 25th.
- b) Posting for Director: Posting is invalid and will be removed immediately. Motion by Duvall that the posting for the current Library Director is removed until review and possible approval by current Board. Allen seconded.

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

- c) PO Box address, for resumes, building and cabinet keys: Memo has been sent for all keys to be returned. Board Chair will have a key to the PO Box and not Library Director.

VIII. New business

- a) Trustee LeDuff was inadvertently locked out and missed most of January 3rd meeting.
- b) Newsletter Format & Input/Library Board Bios: Former Chairperson Waterman had a signed article covering January through April. Article can be modified and signed by Chair Richardson

and go out in February. We can wait another few weeks to include new Board's bios and introduction of Interim Director.

- c) Calendar: Please give upcoming event info to Ms. Green timely.
- d) Black History Program/Events: Scavenger hunt and certificate for a free book from Links, essay contests and other events are planned. Board also puts on a program and may have Underground skits, TBD. Also, window and counter displays/banner will be shown to inform public about program events.
- e) Trustee Allen asked about having of a display at the Library's entrance of all Trustees, each, in a single individual photo. Current Board will need to be photographed again with all trustees present. A photographer was recommended.

IX. Adjournment

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

NEXT MEETING: January 23, 2014, 6:30 p.m.

Minutes submitted by: Karen Barner, 1/14/14.

Minutes approved by PPL Board on 1/23/14.