

Pontiac Public Library Board of Trustees Meeting  
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342  
Board Meeting- July 22, 2015  
6:30 P.M.

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

*The board reviewed the meeting agenda. Trustee Waterman addressed an addition for new business regarding organizational structure. A motion was made to approve the agenda; Motion: Trustee Allen, seconded, Trustee Duvall. Roll Call; LeDuff, yes; Allen, yes; Richardson, yes; Duvall, yes; Waterman, yes; Jenkins, yes; Motion carried.*

#### PUBLIC COMMENT

Kitty Hudiburgh from PNC Bank brought flyers for options on accruing a bit of interest on funds that were in the PNC Bank account. The flyers were given to the board and offered to the public.

#### APPROVAL OF MINUTES

The minutes from April 21 2015, June 30, 2015 for the public budget hearing, and June 30, 2015 for the special meeting on adopting the budget were received by the board members for review and approval.

*A motion was made to approve the minutes for April 21, 2015; Motion: Trustee Duvall, seconded, Trustee Allen. Questions; Trustee LeDuff wondered what samples of the new uniform budget being provided to board members referred to. Chairperson Richardson clarified that it was a half-page sheet on the budget that was presented by Abraham and Gaffney. Trustee LeDuff had reservations that there wasn't a voted on consensus for what budget would be provided to the public. Roll Call; LeDuff, no; Allen, yes; Richardson, yes; Duvall, yes; Waterman, yes; Jenkins, yes; Motion carried.*

*A motion was made to approve the minutes for the June, 30, 2015 public hearing; Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Jenkins, no; LeDuff, no; Allen, yes; Richardson, yes; Duvall, yes; Waterman, yes; Motion carried.*

*A motion was made to approve the minutes for the June 30, 2015 special meeting for the budget; Motion: Trustee Duvall, seconded, Trustee Allen. Discussion; Trustee Jenkins questioned the accuracy of Mr. Price's report regarding whether library funds were spent on the author series event. Chairperson Richardson assured that Oakland University did pay for the event. Trustee Waterman suggested tabling these minutes because the approved budget and the resolution documents weren't attached.*

*A motion was made to table the June 30, 2015 special meeting minutes until the next meeting or until the complete set of documents which includes the minutes, the approved budget and the resolution*

*document are provided; Motion: Trustee Duvall, seconded Trustee Waterman. Roll Call; LeDuff, yes; Allen, no; Jenkins, yes; Richardson, no; Duvall, yes; Waterman, yes; Motion carried.*

## CHAIRPERSON REPORT

Gregory Terrell, the auditor of Gregory Terrell and Company was given the floor and addressed the board about the budget, specifically how they had to make sure that the deficit couldn't exceed the revenue year after year. He stressed that the board must be careful with the budget to make sure the library stays in good financial standing.

Chairperson Richardson asked the board to look at Gregory Terrell's letter of engagement and stated that based on the services he has provided before that she recommends continuing his services.

There was also mention of the employees who moved from part time to full time, a community garden on Saturdays at the library, Forgotten Harvest providing snacks for the summer to kids and looking towards a future program in the fall, the progress with the little free libraries, movie nights at the library, a possible partnership opportunity during the Dream Cruise, the fall board retreat, possible sites for a new library branch, planters provided to the library, a request for volunteers to help clean out rooms in the lower level of the library, and plans for the holiday extravaganza.

Jeff Hawkins was given the floor to discuss the Pancake Pavilion. He discussed their presence and dedication to be there every Saturday whether it had been reserved for a fundraiser or not.

Chairperson Richardson mentioned that spending would be reduced for the new fiscal year because many expenditures were one-time expenses to update the library for the comfort of the patrons, like the newly paved parking lot.

Discussion; Trustee Duvall was interested in knowing if there were plans for the Pancake Pavilion during the Dream Cruise and Mr. Hawkins elaborated on plans to serve food and possibly host the site for a car collector and his group of people; Trustee LeDuff questioned whether there was a written agreement with Unique Food Management and if it were up for review and Mr. Hawkins responded that there is a seasonal contract that must be reapproved each year; Trustee Waterman stated that she thought the discussion on the Pancake Pavilion and the proposal from the auditor should have been agenda items instead of parts of the Chairperson report; Trustee Jenkins expressed concern that the entire board wasn't included in meetings and discussions with partnerships for the library.

*A motion was made that all proposals which have a fiscal liability for the library must be brought to the board for discussion and voted on while the library is under a deficit spending budget; Motion, Trustee Waterman, seconded, Trustee LeDuff; Roll Call; LeDuff, yes; Allen, no; Richardson, no; Jenkins, yes; Waterman, yes; Motion carried.*

## DIRECTOR'S REPORT

Director Devan Green discussed the summer reading kick-off event and the success of the increased registration for the summer reading program, the 3D printer, the Fresh Food Share program, landscaping volunteers, new bike racks through the county, and the partnership with Genesis Credit Union for the summer reading program.

Discussion; Trustee Jenkins wanted to know specific numbers on the increase for the summer reading program.

## OLD BUSINESS

Trustee LeDuff asked about a bylaw committee and expressed concerns that Trustee Duvall was chairing it when she has chaired many other committees.

Trustee Jenkins discussed plans for the board retreat and hoped to use the retreat to address board issues.

*A motion was made for the board to entrust the chair to form a bylaws committee and an audit committee with different members on each committee to utilize every board member; Motion, Trustee Waterman, seconded, Trustee Jenkins; Roll Call; LeDuff, yes; Allen, yes; Richardson, abstain; Waterman, yes; Jenkins, yes; Motion carried.*

Trustee LeDuff asked for a presentation to be made to the board regarding the new fiscal year's budget.

*A motion was made that at the attorney would attend at the next available meeting to address concerns about procedural matters; Motion, Trustee Waterman, seconded Trustee LeDuff; Discussion; Trustee Allen believed that the chairperson should be contacting the attorney not the trustees; Trustee LeDuff was concerned that the chairperson is the only one with the power to contact the attorney; Chairperson Richardson suggested having the attorney come to the retreat rather than another meeting; Roll Call; LeDuff, yes; Allen, no; Richardson, no; Waterman, yes; Jenkins, yes; Motion carried.*

## NEW BUSINESS

No new business

## ANNOUNCEMENTS

Trustee Allen wanted to announce that there would be representation at the August 8 back to school picnic in Bloomfield from 12-6pm.

Trustee LeDuff stated that on Saturday there was the Victorian Ice Cream Social from 11am-5pm.

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

Submitted,

August 13, 2015

Joshua Campeau, Library Assistant, Administration  
Pontiac Public Library

Approved by Pontiac Public Library Board August 26, 2015