

Pontiac Library Board of Trustees Meeting
July 23, 2014

The meeting was called to order at 6:30 p.m. Chairman called for Roll Call; Trustee Allen, present, Trustee Duvall, present, Trustee Jenkins, present, Trustee Richardson, present. Absent at Roll Call; Trustee LeDuff and Trustee Waterman. A quorum was present.

Chairman Richardson asked for review and approval of agenda; Motioned by Trustee Allen, seconded by Trustee Duvall. Roll Call: Trustee Allen, yes, Duvall, yes, LeDuff, abstained; Trustee Jenkins, yes, Trustee Richardson, yes. Motion passed.

Chairman Richardson asked for review and approval of minutes from June 25, 2014 meeting. Motion made by Trustee Duvall, seconded by Trustee Allen. Roll Call; Trustee Allen, yes, Trustee Duvall, yes, Trustee LeDuff, yes, Trustee Richardson. Motion passed.

PUBLIC COMMENT

Robert Cluckey asked for information regarding senior activities. Library Director, Devan Green responded to Mr. Cluckey's question indicating the library's Adult Programs. Mr. Cluckey specifically requested bus transportation for seniors. He suggested that the library consider providing transportation for Senior Day and casino trips. Trustee Allen stated that the Golden Opportunity Club provides transportation for Senior Day in Lansing, and other activities for seniors. Chairman Richardson stated that we could not duplicate services that are already being provided by the Golden Opportunity Club, and that he should consider city services. Trustee Duvall stated that the library could not provide trips to the casinos, and that he should also consider speaking with the Library Director. Trustee Jenkins asked Mr. Cluckey if his reference to the Waterford Library was for the library board to assume responsibility of providing bus transportation.

PANCAKE PAVILION

Rosa Randolph from Randy's Unique Catering gave her report from the Pancake Pavilion. Mrs. Randolph stated that things have been slow this season. There was also an issue with dates for the shelter. So far this year, the Pancake Pavilion is completely booked for this season. There was an addition of Chicken and Waffles to the menu. Mrs. Randolph discussed the conflict of prices when the pavilion is rented out by a specific group. Mrs. Randolph's financial report stated that so far this year, the Pancake Pavilion has made \$779.50. Based on her calculations, the 15% of sales in the amount of \$166.92 is due to the library. Mrs. Randolph also suggested that the Pavilion can be opened for hours after the 12 noon closing to service other groups. Chairman Richardson stated that for the additional hours, Mrs. Randolph should use her discretion when considering hours after the normal pavilion use. In conjunction with the Movie Night series, there will be extended hours for operation.

MOTION ASKED FOR CLOSED SESSION BY CHAIRPERSON REGARDING ATTORNEY/CLIENT PRIVILEGE.

Motion made by Trustee Allen, seconded by Trustee Duvall. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee Richardson, yes; Trustee LeDuff, questioned why, and voted no. Motion carried.

CLOSED SESSION

Motion to reopen the regular meeting. Motioned made by, Trustee LeDuff, seconded by Trustee Duvall. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee LeDuff, yes, Trustee Richardson, yes. Motion carried. Motion to amend agenda to include auditor and bookkeeper reports made by Trustee LeDuff, seconded by Trustee Duvall. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee LeDuff, yes; Trustee Richardson, yes. Motion carried.

Floor yielded to Ms. Carter who provided update on audit. One main outstanding issue involving Foster Swift attorneys and the need for documentation regarding any litigation involving the library. It was decided that once the letter is received from Foster Swift, another regular meeting would be called prior to July 31, 2014 so that the information would reach the state in ample time. Rather than wait any additional time, once the letter is received this matter can be moved on. Pending the receipt of the letter from Foster Swift, the board agreed to meet at a regular meeting to vote on the 2012-2013 audits.

Vincent Harden, the auditor gave his report on the two last fiscal year audits, 2012-2013, and 2013-2014. Mr. Harden provided copies of the audit materials he currently has. There was a discrepancy in the first budget and was put in the proper format for the new revised budget. The correction was made by him. (See copy of complete revised audit report.) There was also a settlement of the property tax revenue owed to the library by the City of Pontiac. There were other significant line items that had not previously been included in the budget, that were now included and part of the yearly budget and accounts payable budget. Three reports were submitted by Mr. Harden. The budget, the actual and the budget and actual together.

CHAIRMAN'S REPORT

The Movie Night during the Dream Cruise advertisement was shared. The Chairman stated that the Director had been approached by Trustee Duvall and Pastor Jones regarding making Movie Night a part of the Dream Cruise activities. The Chairman stated that she would let the Library Director share that during her report.

We are preparing RFP's for the repair of the parking lot. The Chairman stated that there may not be need to issue the RFP since several individuals have come by the library and the Director has received several quotes ranging from \$20,000 to \$1200.00. Trustee Jenkins stated that because of the bids that were received were unsolicited, and an RFP should be issued to remain in compliance. The Chairman then agreed to the need for RFP's and stated that she would have the Director put them on the library website.

The Chairman stated that there has been a review of many contracts that have been on file for years and had just been renewed on a continuous basis without review. For the last fiscal year, \$116,000 including Honeywell, Capitol Fund, Detroit Elevator Services. This amount includes the \$16,000 in Unemployment Insurance has been paid and other contracts eliminated. The Chairman stated that she was having the Director to pull contracts and contact those vendors letting them know that their contracts were being eliminated or rewritten to save the library additional money. There will be a reduction in utility cost would occur with the replacement of the air conditioning cooling panels. The Chairman stated that we do not need to use Capital Funds and we do not need to have additional study on weather or not it would viable to go somewhere else, right now. All contracts are in the process of being reviewed. Contract for the lawn service was reduced significantly. Trustee LeDuff questioned the reduction in spending and asked that the board receives copies of the contracts that are being reviewed and those that are currently being signed. The Chairman stated that we would not have Capital Fund expenditure.

Motion to accept Chairman's report Trustee Duvall, seconded by Trustee Allen. Roll Call: Trustee Allen, yes, Trustee Duvall, yes, Trustee Jenkins, yes, Trustee LeDuff, yes, Trustee Richardson, yes, Trustee Waterman. Motion carried.

Trustee Jenkins raised the question regarding the change in auditors and asked if Mr. Harden was the second choice, and why the board was not informed of the departure of Ms. Taylor. The Chairman gave an explanation indicating that Ms. Taylor wanted additional money. Chairman Richardson gave an explanation regarding the auditor, bookkeeper and accountant. The Library Director further explained the issue regarding the change. Trustee LeDuff suggested that the board should have been informed about the change. Chairman Richardson stated that Trustee LeDuff's statement was her opinion.

DIRECTOR'S REPORT

The Director stated that she was requesting board action on the conference policy. The Director read the current policy and provided a copy of the current table used for calculation of costs. Trustee Waterman questioned the conference value to the library and its effect on the budget. She also suggested that a report be filed by the conference attendees. The Library Director stated that it has always been the policy for a trustee/staff member submits a report upon return from any conference.

Motion to amend the conference policy for staff and trustees made by Trustee LeDuff, seconded by Trustee Duvall. Roll Call; Trustee Allen, yes, Trustee Duvall, yes, Trustee Jenkins, yes, Trustee LeDuff, yes, Trustee Richardson, yes, Trustee Waterman, yes. Motion carried.

The library will receive a donation of \$500 to be used for educational library programming from Adam Polk Facilities. This donation should arrive late July.

A poll of the staff revealed that there will not be enough library staff to assist with the Movie Night due to an In-Service that is held annually. The Director attempted to obtain volunteers to assist with the movie series. Volunteers are needed to successfully present movie night. Trustee Allen addressed the security issue during the Dream Cruise. The Library Director indicated that Sentinel Security would be handling the security for both the Movie Night and the Dream Cruise. Trustee Duvall stated that Pastor Jones was not in consideration for providing security. The Chairman stated that the board agreed that it would allow parking for the Pancake Pavilion under the instruction of Rosa Randolph. The board agreed that the charge for the parking would be comparable to other lots around the Dream Cruise.

Trustee Waterman stated that she had questions relevant to the financial reports. She indicated that she was pleased with the new format of the financial reports. Trustee Waterman questioned the membership amounts and it was explained by the Library Director. Trustee Waterman asked when the audit would be completed. Chairman Richardson stated as soon as the letter of no pending legal action is received. Chairman Richardson asked for a motion to approve Check Register and Director's Report.

Motion to approve Director and Check Registry reports made by Trustee Duvall, and seconded by Trustee Allen. Roll Call; Trustee Allen, yes, Trustee Duvall, yes, Trustee Jenkins, yes, Trustee LeDuff, yes, Trustee Richardson, yes, Trustee Waterman, yes. Motion carried.

OLD BUSINESS

Trustee Jenkins stated that she would like to get started on the establishing the African American section in the library around Mr. Hubert Price's "The Corner" display. Additional ideas were discussed. Trustee LeDuff asked if other cultures would be involved in the February. Trustee Jenkins indicated that we will start in February and include the other cultures in the spring.

NEW BUSINESS

Trustee Waterman asked that the library accept some of the archival documents that were removed from City Hall, and placed with the Historical Society. She is asking that the library take custody and preserving of these documents. The Director is interested in receiving the items, but she would like to review the items before agreeing to accept. The board decided to do an inventory of the items with the Library Director.

The Chairman asked for a motion as the result of the Closed Session

Motion: *To accept the legal opinion of Foster Swift made by Trustee Jenkins, seconded by Trustee Allen.* Discussion: Chairman Richardson indicated that the opinion is addressed to her and belongs to her, and that the written opinion had to be returned to her. Trustee Waterman stated that she did not have a copy of what was being voted on. Chairman Richardson provided her with a copy of the opinion and asked for it back after she had read it. Chairman Richardson stated that nothing in the opinion could be discussed. Trustee Waterman stated that if this is a matter that is to be voted on, is board business. Chairman Richardson stated we are voting on the opinion and there would be no discussion outside of closed session. *Roll Call; Trustee Allen, yes, Trustee Duvall, yes, Trustee Jenkins, yes, Trustee LeDuff, yes, Trustee Waterman, still reading. Motion passed.*

ANNOUNCEMENTS

Trustee Allen thanked everyone for attending the Meet the Candidates at Charles Lane Co-op.

Trustee Jenkins reminded those who were not going to be in town on August 5th to remember to get and complete their Absentee Ballot.

Trustee LeDuff reminded everyone of the Ice Cream Social at the Wisner House, the Friends of the Parks fundraiser. \$10 for tickets and can be obtained at the Pancake Pavilion, and the Elam's Annual Day @ 11:00 a.m.

Trustee Waterman discussed the Pop-Up Museum located downtown at the Oakland Arts Building being sponsored by the Historical Society.

Motion to adjourn made by Trustee Allen, seconded by Trustee Duvall. Meeting adjourned.

Submitted,

August 18, 2014

Juliene Jenkins

Juliene Jenkins, Secretary
Pontiac Public Library Board of Trustees