

## **Pontiac Public Library Board Meeting**

**Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342**

**July 25, 2018 5:30 P.M.**

The meeting was called to order by Chairperson Hatchett. Roll call: Rutherford Excused, Duvall Absent, Maxey Present, Richardson Present, Earl Present.

### **APPROVAL OF AGENDA**

Motion to approve minutes by Bill Maxey, seconded by trustee Earl. Role call: Trustee Earl yes, Trustee Richardson yes, Chair Hatchett, yes, Trustee Maxey Yes. Agenda is approved

### **Public Comments**

Mrs Thomas spoke about her community marriage talk that has been being held at the library and thanked the library for a chance to continue.

### **APPROVAL OF MINUTES FROM JUNE 22<sup>ND</sup>**

Motion to approve by Trustee Maxey, Seconded Trustee Earl. Role call: Trustee Maxey, Approve, Trustee Earl, approve, Chair Hatchett, Approve, Trustee Richardson, abstain. Motion carried. There was discussion regarding whether a member can abstain in this situation.

### **FINANCIAL REPORT**

Mr. Harden reviewed the income / revenue charts for July through June of the fiscal year. The income revenue totals \$800, 185.11; 88.63 percent from property tax, 7.65 percent other and 3.7 percent from investment gains. Total operating expenses totaling 1,010,227.36 with 71.79 percent going to operations, 13.46 to professional services, 5.2 to debt service, 5.49 to the Collection, 2.1 to capital improvements, 1.34 to other expenses. Individual revenue was under expectations by 80,310.83. Total expenses were under expectations by 94,019.82. According to Balance sheet there is 507,642.04 in the Investment account, 373,894.36 in checking account. Library has total liabilities and equities of 1,388,233.56.

Trustee Earl motioned to accept report, Trustee Maxey seconded. Role call: Chair Hatchett, yes, Trustee Earl, yes, Trustee Maxey, yes, Trustee Richardson, yes. Motion passes.

### **Chair report – none**

### **Director's Report**

Director Devan Green discussed the success of the summer reading kick-off program. The Board was made aware of the electrical work that was scheduled and that electricians would be switching out boxes in the basement. Director then spoke about Fifth Third Bank fees and their policy about not sending the investment banker to any recorded meeting. The Director advised the board that they may wish to have a committee meeting with the banks investment accountant. Announcement was made

that William Charters was promoted to administrative role and we are currently seeking a morning security guard.

Treasurer Maxey asked the Chair to look into the fees charged by Fifth Third Bank because he believed the fees were unclear and did not add up. Also requested that the investment team makes itself available to the entire board. Treasurer Maxey also wanted more information on whether or not that bank does business with third world countries. The topic of a transfer of funds was brought up from the previous board and Treasurer Maxey wanted clarification on Board policies on how new accounts and bank transfers are set up (ie who can sign for it, board resolutions etc). Trustee Richardson said that the previous Board voted on the approval of the transfer from PNC Bank to Fifth Third Bank. Director Devan Green clarified that there was not a policy on who can do it; that she and Treasurer were called and told to go add their names on the new account as authorized signers. Chair Hatchett asked the Director to arrange a meeting with Trustee Richardson and Treasurer Maxey to sort it out.

The incident with now former friends' member rescheduling meetings, harassing staff/ friends members and library director resulting in that individual being banned for the next 90 days. Police report was filed due to the extreme behavior and there is a file on that individual at the library. The new Friends Group will be voting on new members at the next meeting on August 27 6pm.

The Board was given a copy of donation request forms in case they wanted library owned items (books, frames, etc) they must fill out the form and turn them into the staff at the front desk and it will be forwarded to Chair Hatchett. Chair Hatchett believed this is proper because it keeps staff from being pulled from their jobs at random and all requests must take into consideration staff should be given a time frame and trustees should not expect a decision immediately. The Chair asked all board members respect her decision for this procedure.

Chair Hatchett asked about the individual who broke the downstairs door with his head while she was here on July 9<sup>th</sup>. The Board requested that the Director contact the police department to find out the status of the person. Trustee Richardson asked if a claim was filed to replace the glass door. The Director stated that an emergency glass repair company came and repaired it within the hour of the incident.

Motion was made to accept the Director's report by Trustee Earl, seconded by Trustee Maxey.

Roll Call Chair Hatchett, yes Vice Chair Earl, yes, Treasurer Maxey, yes, Trustee Richardson, yes

### **Old Business**

Dream cruise committee meetings were discussed in regards to the prices of the artists that are scheduled to perform playing during that weekend. Trustee Richardson voiced concerns that the artists she had contacted were not on the list of performers for the weekend. There was a meeting with Treasurer Maxey, Vice Chair Earl and the Director where the artists who had submitted quotes were accepted for the concert line up. The two headlining artists were asked to reduced their fee by \$200 each due to the fact that this is a fundraiser for the library. Vice Chair Earl also pointed out that Jibreel Price is still in the concert and he was suggested by Trustee Richardson.

### **Report by Dustin McClellan regarding Dream Cruise**

McClellan is donating half of his consulting time for this program. He has a list of would-be sponsors that he is contacting. If even a small part of his list agrees to the \$100 dollar sponsorship request than the Library will more than cover its expenses for the event and everything else would be profit. McClellan plans to promote on social media, signage and through flyers.

Chair Hatchett asked about free and prime parking at the library as part of the fundraising. Vice Chair Earl stated that however the event layout for the library has not be set yet and the Library would not have much available parking. City Hall and Vogue nightclub lots are a possibility for designated parking. She further had concerns about food vendors having their health department licenses. It was clarified that they have all the paperwork and the Library would not be required to obtain licenses for the concession vendors. The Director shared that the food vendors that have shown interested would need to provide copies of their license. The fundraising aspect of having vendors is a suggested 60/40 split of their sales with 40 percent going to the library. McClellan confirmed that the path of the Dream Cruise foot traffic is expected to wrap right around the library.

Meet up and Eat up will be providing free dinners for the children. Volunteers will be selling chips / waters for a Donation to the library and will be clearly marked as part of the library.

The performers scheduled for the free concert series are: Macs the Realest and Mic Phelps, Jibreel Price, Phat Greasy, Tony Jefferson, Sean Preston and Quincy Stewart. Chair Hatchett stated that any future meetings involving Dream Cruise must include Trustee Richardson and Secretary Rutherford and for people to keep the Chair in the loop.

Total expense so far is \$3,350 but not including flyers / banners / etc. The goal is to keep total expenses under \$5,000.

### **Conference Finances / Advance**

Chair Hatchett put out the idea that instead of advancing funds to Trustees for conferences, that they get reimbursed afterward instead. The Chair requested that the Director Asked add this topic to the agenda for the next board meeting.

### **New Business**

Fifth Third investment account representation – This agenda item was discussed during the Director’s report. The Board decided to invite the Investment Banker to the August 22<sup>nd</sup> Board meeting and the Library would cut the recording off for that portion of the meeting, however the meeting would still be a public meeting with an audience of community members.

### **Action Items – None**

**Board Comments** – Treasurer Maxey wants to get someone to donate a Rolling Marquee for the library.

August 13<sup>th</sup> at 3pm will be a tire changing workshop organized by Vice Chair Earl.

September 16<sup>th</sup> will be 23 years of Edmond Richardson’s employment and Vice Chair Earl suggested an Edmond Day.

Trustee Richardson asked for copies of a proposal of a café in the library. The Library stated she was not aware of any proposal. Trustee Richardson stated she would send the proposals out herself.

Director Devan was asked about the Library's movie programs. This summer the movie nights are after hours and scheduled indoors due to the blow-up screen was damaged last season and will not hold air. The Director will research repair options. The attendance for library movies has also been very low. There was discussion on how to increase attendance for movies at the library.

Motion to Adjourn by Trustee Maxey, Seconded by Trustee Earl

Roll call Chair Hatchett, yes, Vice Chair Earl, yes, Treasurer Maxey, yes, Trustee Richardson, yes

Meeting Adjourned

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