

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- July 27, 2016
6:39 P.M.

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

APPROVAL OF MINUTES

The board reviewed the meeting minutes for the June 2016 board meeting.

One correction was made to the June 2016 minutes. Chairperson Richardson noted that under public comments it said Sherry Tyler when the person speaking was actually Sherry Carter.

A motion was made to approve the minutes with the stated corrections; Motion, Trustee Allen, seconded, Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; Jones, yes; Jenkins, yes; Richardson, yes; Motion carried.

PUBLIC COMMENT

President of the Friends of the Library, Doris Taylor Burks, commended the Unique Red Hatters group for a large donation that was given towards the Friends' Back to School program. The Friends are planning a sweetest day fundraiser and President Taylor Burks is requesting that the board get a temporary liquor license for them for the event. In addition, Mrs. Burks expressed concerns regarding a meeting room reservation.

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

Trustee Waterman arrived to the meeting.

A motion was made to approve the agenda; Motion, Trustee Duvall, seconded Trustee Jones. Roll Call; Allen, yes; Duvall, Richardson, yes; Jones, yes; Waterman, yes; Jenkins, yes; Motion carried.

A motion was made to hold a closed session with attorney, Roger Derby, to receive and consider an opinion letter that was protected under attorney client privilege; Motion, Trustee Allen, seconded, Trustee Jones. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes; Waterman, yes; Motion carried.

The Board returned from their closed session.

There is a letter for the board and the board acknowledges that it has received a number of complaints from library employees concerning board members and the board is moving forward to address these complaints. The board will address the affected employees in writing.

A motion to draft a procedure for complaints against board members, under the revision of the employee manual will be established and reviewed.

A motion was made for the board to vote to submit a letter on behalf of the board to the affected employees; Motion Trustee Waterman, seconded, Trustee Jones. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes; Waterman, yes; Motion carried.

A motion was made to review a draft of procedures for complaints against a board member, revision of the employee manual, and a creation for a draft of board members conduct for procedure and review; Motion Trustee Waterman, seconded Trustee Jenkins. Roll Call; Allen, yes; Duvall, yes; Richardson, yes; Jones, yes; Waterman, yes; Jenkins, yes; Motion carried.

PRESENTATION FROM LIBRARY STAFF

Youth Services Library Assistant, Stephanie Lawson, mentioned that the library has been encompassing STEAM programs into library programming per request from schools. This has been a fun and creative way for kids to enjoy children's literature. In the Fall Monday reading program will change to a theme of Travel around the World. The summer lunch program has successfully incorporated a lot of active play to go along with the active theme for summer reading. Family Karaoke night has been a very popular program which Stephanie runs and they want an email group to notify them on themes and if dates or times changes.

FINANCIAL REPORT

Mr. Harden began with a correction to his report. On the first page of the budget vs. actual report (page 7 of the board packet), \$715,159 should be marked as \$611,891.33 and the current property taxes over budget should be \$6,917.88 as.

The total income for the year is \$886,211.41 vs. a budgeted revenue of \$847,052.18 and the favorable variance is \$39,159.23. In terms of total expenses \$1,026,634.73 vs. a budget of \$1,078,224.15 which gives a favorable variance of \$51,589.42

On the balance sheet, total current assets are \$1,374,058.64 and total current liabilities \$9,809.76 and total net equity of \$1,364,248.88 for a total liabilities and equity of \$1,374,058.64.

TREASURER'S REPORT

Trustee Duvall, stated the balance as of July 25 was \$575,686 which does not include the \$500,000 that is invested with Fifth Third. Notable deposits include June 8 of \$82,000 for the penal fines review, over \$5,000 from the summer reading grant that was received and the PNC account was closed out of over \$103,000.

DIRECTOR'S REPORT

The Director reported that there was a leak in the lower levels in an office and the computer lab. Before repairs were done, multiple plumbers looked at it, before FED Construction came in and replaced a section of two pipes which were damaged. The leak is fixed now.

A grant for \$5,000 dollars came in June for the summer reading program which will help make the completion party that much more special.

CHAIRPERSON'S REPORT

OHLSA has a promotion for the library millage at their summer bash which is coming up and it would be nice for board members to attend Town Hall Meeting on Friday July 29 at the Salvation Army. There will be a celebration after the millage passes. The employee handbook and Paycor need to be revisited. At the Teen Lock In there were over 40 teens and it was a great turn out that was quite successful. The Director's Evaluation forms the staff filled out were reviewed, and the board will meet for an official review soon. There's a rally at Lyle's restaurant to support the library millage on Sunday. Remember to ask people if they're interested in taking some Free Little Library's and the board is looking for some artists to decorate some of them. Free tickets for the Piggyback Barbecue Festival will be given to the library to donate to the public for free admission between 2 and 8pm.

ACTION ITEMS

A motion was made to remove the employee handbook form to be signed by the employees from the action items and be tabled for another day. Motion; Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Richardson, yes; Duvall, yes; Jones, yes; Waterman, yes; Motion carried.

A motion was made to remove the second action item regarding attorney opinion on conflict of interest. Motion; Trustee Waterman, seconded Trustee Allen. Roll Call; Allen, yes; Richardson, yes; Duvall, yes; Jones, yes; Waterman, yes; Motion carried.

OLD BUSINESS

Trustee Duvall brought using Patterson-Bryant to represent the library once again, as long as she did not personally manage the account. Chairperson Richardson suggested tabling the matter until a process could be established to make sure the board followed proper procedures on the matter.

A motion was made to table the matter regarding consideration for Patterson Bryant; Motion Trustee Waterman, seconded, Trustee Jones. Roll Call; Allen, yes; Richardson, yes; Duvall, abstain, Jones, yes; Waterman, yes; Motion carried.

NEW BUSINESS

Trustee Waterman stated that the city's sister city in Japan will be visiting this August and may want to see the installation at the library, which houses a Japanese kimono. The library has had this gift for 38 years and it would be nice if the board could meet with the delegation. Trustee Waterman also discussed the Dream Cruise which is being hosted by the city of Pontiac this year instead of an outside organization.

The meeting was adjourned.

Submitted,

Joshua Campeau, Library Assistant, Administration

August 4, 2016

Pontiac Public Library