

PONTIAC PUBLIC LIBRARY BOARD OF DIRECTORS MEETING

JUNE 22, 2016

6:30 P.M.

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

The chair asked for approval of the agenda. Trustee Waterman stated that she had received the agenda, and asked about the action item unfinished trustee terms. Motion to approve was made by Trustee Duvall, and seconded by Trustee Waterman. There was no vote to approve the agenda.

PUBLIC COMMENTS

Sherry Tyler from Terrell and Associates presented an engagement letter to continue providing services to the library. The chair stated that the contract with Terrell and Associates is ongoing and does not need to be renewed. There was some discussion about automatic renewal of contracts. Trustee Waterman asked when the annual year was and it was stated July 1st through June 30th.

APPROVAL OF JUNE 8TH MINUTES

The chair asked for an approval of the June 8th (rescheduled May meeting) minutes. Trustee Waterman asked about some corrections of the previous meeting and that they were not noted. Trustee Duvall motioned to approve the June 8th meeting, seconded by Trustee Jones. Roll Call; Allen, yes; Duvall, yes; Jones, yes; Richardson, yes; Waterman, yes. Motion carried.

LIBRARY STAFF SPECIAL PRESENTATION

Staff person, Greg Roehrig, Adult Services Librarian presented monthly activities report. He indicated that there were a variety of books including cooking, exercise books and adult fiction, movies, TV shows, music DVD'S and magazines. Greg stated that the library has a very good collection. Computer classes are held every Wednesday where patrons are taught basic computer skills including emailing, and the Internet. There are four classes held every week. There are also programs. Last month there was a magician. The collection staff review the collection weekly to ensure up to date materials. Inventory of the collections are

held twice a year, in June and in January. The Adult Summer Reading Program is currently operating. Prizes are available for those who read three books. Readers can earn additional prizes by completing a book review.

ACCOUNTANTS FINANCIAL REPORT

Mr. Harden began his monthly report with the checking and savings balance sheet. Currently there is \$1,060,530.44. He stated that he is looking to meet with the investment advisors to complete the library's investment of \$500,000 portfolio. Chairperson Richardson and Trustee Duvall moved \$106,223.00 from PNC Bank that had been left to insure that all outstanding payments from that account had cleared, and deposited it into the Fifth Third account on June 21, 2016. Mr. Harden stated that there was no unusual activity on the balance sheet. Total assets \$1,242,311.69, and total liabilities and equity \$1,242,311.69. Net loss of excess revenues over expenses for the year is \$253,468.66 listed under the equity section. Mr. Harden provided the Budget vs. Actual report. We did put in the Budget Amendments that were approved by the board which caused the Budget vs. Actual to be reissued. The variances reflect the budget amendments. The year-to-date property taxes received \$611,932.88 July 1, 2015 through June 30, 2016. In terms of our expenses (i.e., Professional Services), \$132,935.96, budgeted \$153,931.27. We were under budgeted in this area by \$20,995.30. Our Overall Operations expenditures \$716,979.07 vs. the budgeted amount of \$708,357.01. We are over budget in operations by \$8,622.06. In terms of other operating expenses the actual was \$23,392.90, and a budget of \$19,614.17. We are over budget by \$3,778.73. In terms of our total expense budget we budgeted \$976,339.87 with the actual being \$946,479.44. We are under budget in this area by \$70,019.47. The budget amendments that were approved leveled out a lot of the variances. We had a budgeted net access of expenses over revenue of \$183,449.19 with the actual being \$253,468.66. Trustee Waterman asked if we had used the \$253,468.66 had come from our reserve (surplus) and Mr. Harden responded yes.

TREASURER REPORT

Treasurer Duvall provided her report. The library did close out the account at PNC Bank. The balance to date \$1,051,000.00. Notable deposit were penal fines of \$82,000. The Summer Reading Program received \$5,000 from Legacy Credit Union. Notable deposits from donors for the millage which will be tracked over time and noted in future reports.

DIRECTOR'S REPORT

The library got a thank you card from the Tucker family for sending a floral arrangement for the service of Charles Tucker, who passed away. The library has had a lot of outreach opportunities, including our staff visiting with Parent University at Pontiac Middle School and the U.S. Postal Service in the lobby reached out to our patrons in the library. The Fifth Third e-Bus will visit the library on August 5th, along with OLSHA who will be providing information to patrons. A service contract is in place for the heating and cooling system and the company providing the services has gone above and beyond for the library. The planned safety drills will be happening and the director is trying to make sure the sheriff can be involved the first time that it happens. The director asked the board for procedure for an incident report that a staff person wrote about a board member. The board decided to seek a legal opinion from the library attorney on the matter.

CHAIRPERSON'S REPORT

The library will be getting larger sized fans for the information campaign for the millage. Two major issues are present with the building's plumbing and electric which are being consulted and the board will have to review capital improvements on. We are still searching for people to take more free little libraries. The evaluations from the employees and board members of the director have been gathered, and the chairperson will go over them with the library director. Macy's donated 1500 books to the library. The library would like to recognize Jack and Jill at a reception for all the time they spent on the Reading Room and with their support to the library in general. The board suggested adding passport services to the library in order to generate more revenue.

ACTION ITEMS

The process for an unfinished Trustee term was addressed. The Chairperson said that the process should be submitting a letter of interest in 30 days, then they would be brought before a subcommittee for a private interview, and then there would be a public meeting for the vote.

A motion was made to adhere to the process as stated. Motion; Trustee Duvall, seconded, Trustee Jones. Roll Call; Duvall, yes; Jones, yes; Waterman, yes; Richardson, yes; Motion carried.

The second item is the approval of utilizing the \$3,000 dollars left in the budget for furniture and accessories to finish the café instead.

A motion was made to approve the action item as stated. Motion; Trustee Duvall, seconded, Trustee Jones. Roll Call; Duvall, yes; Jones, yes; Waterman, yes; Richardson, yes; Motion carried.

OLD BUSINESS

The Links organization wanted to know how many books of their original donation were left. The Director stated that they were all given away.

NEW BUSINESS

Trustee Duvall would like the board to consider Patterson Bryant as the broker record for the library on employee benefits. Trustee Waterman discussed the Dream Cruise and the need to get any information to the city on services that fall outside regular library services, such as paying for parking.

BOARD COMMENTS

Trustee Duvall commended Chair Richardson for her report on the millage to the committee of 50. Trustee Jones asked if there was anything set up for the library to profit from during the Dream Cruise. Trustee Waterman discussed the plans for Pontiac Power Week 2016, which would take place during the week that the Dream Cruise takes place. In the future the Chairperson said that the board will no longer have a vote on ending the meeting if a quorum was already in place, but this time a vote is still needed.

A motion was made to end the meeting. Motion; Trustee Duvall, seconded, Trustee Jones. Roll Call; Duvall, yes; Jones, yes; Waterman, yes; Richardson, yes; Motion carried.

Submitted,

July 19, 2016

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library