

PONTIAC PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 25, 2014

Meeting called to order by Chairman, Rosie Richardson. Roll Call by Trustee Joyce Allen. Present Rosie Richardson, Joyce Allen, Devita Duvall, Evelyn LeDuff. Absent; Juliene Jenkins and Deirdra Waterman. A quorum was present.

Motion to approve agenda made by Trustee Allen, seconded by Trustee LeDuff. Trustee LeDuff, yes, Trustee Allen, yes; Trustee Duvall, yes, Trustee Richardson, yes. Motion carried to accept agenda.

Motion to approve corrected minutes from May 28, 2014. Discussion regarding the correct spelling of Landscaper Mario Carrera, correct spelling of Trustee Duvall's name, and Cinco DeMayo. Motion made by Trustee Duvall, seconded by Trustee Allen. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee LeDuff, yes; Trustee Jenkins, yes; Trustee Richardson, yes; Motion carried to accept corrections of the May 28, 2014 minutes.

PUBLIC COMMENT

Chairman Richardson stated on behalf of Hubert Price that he is requesting permission to permanently display the history of Pontiac that had been on display at the Pontiac Creative Arts Center. It was mutually agreed that the library would have an historical area available to patrons. Trustee Duvall stated that it would be a good idea to have a launch for this display. Concerns were discussed regarding insuring the display. A vote to accept Mr. Price's contribution will be taken under New Business.

Daysha Breckenridge spoke regarding her group that meets at the library. Apparently, this group has been the topic of discussion previously regarding its activities and its purpose. There have been incidents where this group has been disruptive to the library and is religious based. Because of these disruptions, two days that had been reserved for this group had been cancelled. Her presentation was basically to explain what her group's focused is, and that in spite of the complaints, there is an appearance of a religious group that has been a disruption to the library patrons. Chairman Richardson asked if the board wanted to wait until New Business to discuss this matter. It was decided to have it placed under the Interim Director's Report.

CHAIRMAN'S REPORT

There was discussion regarding the TIFA funds. Chairman Richardson shared a letter that she had submitted to Andy Mieser at Oakland County in February. A question was raised regarding the TIFA and the amount that comes to the library.

The Evaluation Committee did meet regarding Interim Director Devan Green. Discussion was held regarding the recommendations of the committee. Trustee Jenkins stated that she supported the hiring of Ms. Green based on her job performance as Interim Director and her accomplishments. Ms. Jenkins further stated that Ms. Green's recommendation is based on merit. Trustee Allen stated that Ms. Green has been an outstanding organizer when it comes to events, and her ability to work through the problems and issues that faced this library, Trustee Allen recommended that with additional training, Ms. Green fill the position of Pontiac Public Library Director. Chairman Richardson concurred with the recommendations of the other committee

members, that Ms. Green should receive additional training, and the recommendation of the accountant. Chairman Richardson indicated that a new contract should be created for this position. Trustee LeDuff asked how many years would the contract be for. Chairman Richardson stated that that would be determined by the board when the contract is completed. Trustee Duvall motioned that we appoint Ms. Green as the Director, seconded by Trustee LeDuff. Trustee Jenkins stated asked for clarification and asked if Ms. Green would be a contract employee or a hired employee. Trustee Duvall motioned that Ms. Green is hired as an employee of the Library, seconded by Trustee LeDuff. Discussion and questions. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Richardson, yes; Trustee LeDuff, yes; Motioned passed to make Ms. Devan Green becomes an employee of the Pontiac Public Library, assumes the position of Library Director.

Chairman Richardson discussed the public hearing held regarding the budget. The auditor was present at that public hearing.

Chairman Richardson indicated that the accountant has completed her part for the audit, and notified the State that the Library has completed the reconciliation for 2012-2013.

Chairman Richardson stated that she had sent a copy of the agreement letter between Unique Catering/Mrs. Rosa Randolph and the Pontiac Public Library. Chairman Richardson shared a copy of the letter of engagement. Trustee Duvall asked for a copy of those individuals who will be using the Pancake Shelter so that Thank You's for supporting the Library can be sent. Mr. Frank Russell of the Pontiac News stated that he would issue a press release regarding the Pancake Shelter.

Chairman Richardson thanked those board members who attended the PNC Bank Press Release regarding the banking program. In addition, RFP's have been issued for the heating and cooling contract. Information regarding the bids was provided to the board members, as well as suggestions for financing. It was determined that a decision would be made as to which proposal would be accepted. This will be done under Old Business. Motion made by Trustee Duvall and seconded by Trustee Allen to accept Chairman Richardson's report. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee LeDuff, yes; Trustee Richardson, yes; Motion carried to accept Chairman's report.

DIRECTOR'S REPORT

The Director indicated that she had revised the budget after the budget hearing. These revisions were made at the suggestion of the auditor. The Director discussed the loan for the replacement of the boiler and cooling towers. Chairman Richardson asked about the financing for the replacement of the heating and cooling system. A vote will be to decide which company we will go with, and another vote on the financing. Additional money was added to the budget for Library Programs and supplies. Discussion was held regarding additions to the budget. These additions remained within the budget, and the types of positions that will be added. Discussion was held regarding the change in the Security Guard contract. Consideration is being given to the library having their own security. Discussion was held regarding the Maintenance Contract. This cost will come from the library staff budget. The Director indicated that this meeting was the last opportunity for the board to vote on the budget amendments, since the fiscal year begins July 1, 2014. The Director informed the board that she has won a grant from Outside the Box for library movie activities. A report was also given on the success of the Summer Reading Kick-Off, and how it was well attended. Trustee LeDuff asked about the popcorn and its cost, which was answered by Director Green.

Discussion was held regarding the TIFA funding and where the library is with that. There is a discrepancy in the money received by the library. There will be a meeting between the City, the Library Director and Chairman to work through this issue.

Motion to accept Directors Report, Check Registry and new budget for fiscal year 2014-2015 by Trustee Duvall, seconded by Trustee Allen. Roll Call, Trustee Allen, yes; Trustee Jenkins, yes; Trustee LeDuff, no; Trustee Richardson, yes; Trustee Duvall, yes. Motion passed to accept Director's Report, Financial Report, and budget.

OLD BUSINESS

Discussion was held regarding Ms. Breckenridge and her group meeting in the library. The Director stated that she did send Ms. Breckenridge a letter regarding the cancellation of her reservations based on staff and patron complaints and violation of the library policies. The Director stated that her decision is based on facts and observations. Trustee Duvall stated that it is not the job of the board to supersede Ms. Green's decision when it comes to day-to-day operations. Trustee Duvall and Trustee Allen suggested alternative sites for Ms. Breckenridge's group. The board commended Ms. Breckenridge on her efforts to serve the community. She was also provided with a copy of the policy and procedures.

Motion to accept the Library Directors full report made by Trustee Allen, 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 to accept Library Director's full report.

Trustee Waterman was recognized by the Chair, and suggested that the board take a look at Honeywell and what savings they may be provide toward savings.

Chairman Richardson indicated that both companies have provided documents that will assist in the cost savings.

Trustee Allen stated that she had originally arranged a "Meet the Candidates" meeting at Charles Lane Cooperative.

Chairman Richardson thanked Trustee Allen for setting up the Summer Lunch Program at the library.

Trustee Waterman stated that the motion should contain the amount. A motion was made to accept Lizut Mechanical Heating and Cooling for a contract in the amount of \$110,618.00 by Trustee Jenkins, 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 to accept the bid from Lizut Mechanical. Motion was made to accept the financing option for the purchase of the boiler and cooling system. Trustee LeDuff indicated that Lizut agreed to assist the library with making the purchase more cost-effective. Trustee Waterman stated that with a purchase this large, we should research more how cost-effective Lizut would be as opposed to Honeywell. Trustee Duvall stated that we should ask Lizut to be more competitive and what they could offer us.

NEW BUSINESS

Trustee Jenkins made a motion to accept Mr. Hubert Price' donation of the corner display to be displayed in the lower level of the library, 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.

Chairman Richardson recognized Trustee Waterman. Trustee Waterman stated that the library should be the central location of historic information. Chairman Richardson tabled this discussion until the next meeting.

Trustee Waterman asked where the audit was at this point. Chairman Richardson stated that the auditors have already worked on the 2012-2013 audits, and that the records from those years are being brought current. Chairman Richardson stated that at this point she cannot give a completion date for the audit.

Trustee Jenkins stated that she was interested in forming another By-Laws Committee. Chairman Richardson stated that she will be addressing that along with the Friends of the Library.

ANNOUNCEMENTS

Trustee Allen announced that OLHSA is now accepting children between age 3 and kindergarten age for Head Start.

Trustee LeDuff announced that the Time Bank will be hosting a Pot-Luck picnic at Hawthorne Park from 3 p.m. – 6:00 p.m.

Trustee Duvall announced that OLHSA has received a grant for summer employment for those between the ages of 16 – 19 year olds. Looking for 80 kids.

Trustee Waterman announced that MWP is having an event at St. George's Cultural Center.

Motion to adjourn the meeting by Trustee Allen, seconded by Trustee Duvall. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Trustee Jenkins, yes; Trustee LeDuff, yes; Trustee Richardson, yes; Trustee Waterman, yes.

Submitted,

July 16, 2014

Juliene Jenkins, Secretary
Pontiac Public Library Board