

Pontiac Public Library Board of Trustees Budget Hearing & Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Special Board Meeting- June 27, 2018
5:30 P.M.

The meeting was called to order by Chairperson Hatchett. Roll Call: Hatchett, present; Earl, present; Duvall, present; Maxey, absent; Richardson, absent; Rutherford, present. A quorum was present.

The board reviewed the meeting agenda.

The Chair requested copies of the proposed budget be passed out to the members of the public. The Chair requested that all interested in making public comments sign in.

BUDGET HEARING PUBLIC COMMENTS

No public comments were made.

Chair called for comments from the board regarding the proposed budget.

No comments were made.

Chair asked the Director if there are monies budgeted for the board to attend conferences. The Director commented that after the Financial Committee meeting where board members requested the addition of \$15,000 for the board to be able to attend conferences that amount was added to the proposed budget. Chair Hatchett asked if the Director thinks that amount is sufficient. The Director said it depends on the preferences of the board members.

Trustee Richardson arrived during this discussion.

MOTION TO ADJOURN PUBLIC BUDGET HEARING

Roll Call: Hatchett, Yes; Earl, Yes; Duvall, Yes; Maxey, absent; Richardson, abstain; Rutherford, yes.

CALL TO ORDER REGULAR BOARD MEETING

The meeting was called to order by Chairperson Hatchett. Roll Call: Hatchett, present; Earl, present; Duvall, present; Maxey, absent; Richardson, present; Rutherford, present. A quorum was present.

Chair requested Vice-Chair call the persons on the public comment list.

PUBLIC COMMENT

Cynthia Samples mentioned that she attempted to set up a meeting with the Director on the 19th of June but was not successful. She then said she intended to maintain membership in the Friends of the Pontiac Public Library.

Bob Allred mentioned the leaky faucet in the men's restroom on the lower level and his concern for how much water may be wasted. He also expressed concern about the planned protest he read about on Facebook. The protest event page named the library as the meet up location for a Protest of separation of immigrant children from their parents.

Chair Hatchett asked the Director if anyone had reported the leaky faucet and if she would call someone to fix it. Chair Hatchett then asked about the protest. Secretary Rutherford explained that Mike McGuinness organized the rally and protest and the purpose of the event. The Chair expressed concern and said she would contact the organizer. The Director explained the organizer did not contact the Library for authorization to hold the event on library grounds. There was also

an article about the planned event and the intention of 400 persons to attend. The board discussed the possibility to move the event to the school board or WHRC.

PRESENTATION TO THE FAMILY OF EVELYN LEDUFF

The Late Trustee Emeritus Evelyn LeDuff's children: Sonya, Leona and Brian and grandchildren were called to the front of the room. Chair Hatchett explained that the library is presenting a plaque in honor of their mother Evelyn LeDuff and another copy will hang behind the Circulation Desk with the plaques for Joyce Allen and Hubert Price. Chair Hatchett read the resolution on the plaque to the family.

FINANCIAL REPORT

The accountant Vincent Harden went over the graphical report of the expenses year to date versus the revenue. Treasurer Maxey requested these charts are included in the board packets moving forward. Harden discussed the Report of Budget vs. Actual. He reported the library is slightly under budget and right on target for projections for the budget on the year to date basis. He stated there was a less than 1% variance on the overall budget. Total Operations Expense Budgeted is \$697,139.02 but Total Operations Expense Actual is \$672,297.68 which is a favorable variance of -24,841.34 under budget. Net Income was budgeted -311,113.08 but actual Net Income -233,338.10 which shows \$77,776.98 under budget.

Next the accountant went over the Balance Sheet as of May 31, 2018. He mentioned the transfer of \$60,000 from the investment account into the general fund account of the library. Total current assets \$859,288.90. Total Fixed assets: \$505,357.64 and Total Assets \$1,365,261.54.

MOTION TO ACCEPT FINANCIAL REPORTS

Roll Call: Hatchett, yes; Earl, yes; Duvall, yes; Maxey, absent; Richardson, yes; Rutherford, yes. Motion carried.

DIRECTOR REPORT

Director mentioned Summer Reading Programs, Budget from current year and grant from Michigan Legacy Credit Union and the budget from previous summer reading program grant in 2016. The Director described the success of the Summer Reading Kick-off event and featured programs; Nanou Djaipo and Trunino Lowe Duo, author's expo etc. She also went over a budget packet and its content, wages analysis from 2012-2018, and other items requested by board members in preparation for the proposed budget for FY 2019. There was also a quote for new library shelving. She also did an announcement for the library's participation in Metro Youth Day.

Board members discussed the possibility of taking more than one bus and ways to help promote the field trip.

The board asked about the AC job and state of the system. The Director explained there had been many issues that were cleared up recently. The library's HVAC vendor had been working for two weeks to get the air working consistently.

The Chair called for questions of the Director. Trustee Richardson asked about the youth department, and the wages of librarians in the department. The Director explained that Josh has recently been hired as Teen Librarian and that Bonnie is the Youth Librarian. The Director referenced the freeze on wages and the process for rates for the positions.

The Chair suggested putting wage recommendation on the agenda for the next month. Secretary Rutherford stated that the request was made for the board to vote on the recommendation during

the June meeting. Secretary Rutherford stated that she asked for it to be an action item. There was discussion about whether there should be a vote on the recommendation because it was on the agenda however not listed as action item. Trustee Duvall discussed the necessity to move on the recommendation in a timely manner. The Director explained that the recommendation was included in the proposed budget and that the board can make a motion at any time with the specific wage increase.

Chair Hatchett moved to continue with the agenda as it was written. Secretary Rutherford expressed concern over the respect for the staff and their treatment in the past including the lack of wage increases. The Chair advised the board that they could offer a motion for any item that they want. Chair Hatchett further explained that the board must offer a specific motion to give increases.

Chair Hatchett asked for questions regarding the Michigan Legacy Credit Union grant. Trustee Richardson requested the reports are added to the board packet under old business. Trustee Richardson expressed concern as to whether all grant monies were spent. Director Green presented the reports on summer reading spending and the allocations of the grant monies from 2016, 2017 and 2018. The next item on the agenda annual Gala fundraiser planning Secretary Rutherford expressed the special meeting for the Friends of the Pontiac Public Library on July 23rd and the desire to bring more community leaders in as Friends members. The board discussed the behavior issues of Cynthia Samples and the manner in which the Friends Coordinator addressed the issues in a letter that was delivered to Samples just the before the board meeting.

OLD BUSINESS

Wage increase recommendation was discussed in more detail. Director Green has not received an increase in the 5 years that she has been Director. She also recommended a 3% merit based raise for staff. The recommendation was to increase the Director's salary to \$80,000.00 and the 3% for staff wages would increase the wages overall by \$30,800.

MOTION TO ACCEPT THE LIBRARY DIRECTOR'S WAGE INCREASE RECOMMENDATION

Trustee Duvall made the motion to accept the Library Director's recommendation, Vice Chair Earl supported the motion. Discussion: Trustee Richardson asked is this a motion? Chair Hatchett expressed that a motion is on the table. Chair Hatchett expressed that she believes people deserve raises, however her concern was that it should be gradual. Trustee Richardson expressed a desire to follow protocol and not vote on an item that was not on the agenda as an action item. There was discussion on whether the raise was warranted given the history, the lack of any increases in the previous years for the Director, the scandalous document, harassment and stress and aggression toward the Director from the previous board leadership. Trustee Duvall said she has seen salary increases of this nature for executives in the past and that the Director deserved this raise and that is was overdue. Chair Hatchett called for a roll call vote.

Roll Call: Hatchett, yes; Earl, yes; Duvall, yes; Maxey, absent; Richardson, abstain; Rutherford, yes. Motion carried.

Snow Removal Bid only garnered one bid. Chair Hatchett suggested that the board repost the bid and see if comparison bids are obtained in the future.

Conference Attendance was added to the agenda by Chair Hatchett. She wants a policy and a procedure for conference attendance. She requested the number of conferences available due to the professional memberships that library has. Discussion was had regarding the budget and the

policy for requests for conference attendance. She mentioned the recent trustees who attended the Annual ALA conference. Vice Chair Earl mentioned that the policy was discussed in the budget preparation meeting where the Chair instructed trustees to request that the Director make arrangements for conference attendance. The Chair stated that there should be more specific policies and procedures in place for workflow and cost effective purposes.

MOTION TO ALLOW TRUSTEES TO ATTEND ONE NATIONAL AND ONE LOCAL CONFERENCE PER YEAR. Roll Call: Hatchett, yes; Earl, yes; Duvall, yes; Maxey, absent; Richardson, yes; Rutherford, no. Motion carried.

Chair Hatchett suggests the conferences can come up on the agenda again. It is important that the library has good practices. The timing of the request to go to the conference is also of concern to the Chairperson. There was discussion amongst the board members regarding timing of registration.

MOTION TO MAKE CONFERENCE ATTENDANCE REQUESTS AT LEAST 30 DAYS IN ADVANCE Discussion regarding early registration and timely requests for travel accommodations. Roll Call: Hatchett, yes; Earl, yes; Duvall, yes; Maxey, absent; Richardson, yes; Rutherford, yes. Motion carried.

Pavilion/Dream Cruise should be on the agenda at the July meeting to finalize library programming for Dream Cruise Weekend. The board agreed the committee should meet to plan before the July meeting. The committee members are: Vice Chair Earl, Secretary Rutherford and Trustee Richardson.

MOTION TO APPROVE THE BUDGET AS IT IS WRITTEN FOR FISCAL YEAR JULY 2018-JUNE 2019 Secretary Rutherford made the motion, Trustee Duvall supported. Roll Call: Hatchett, yes; Earl, yes; Duvall, yes; Maxey, absent; Richardson, yes; Rutherford, yes. Motion carried.

BOARD MEMBER COMMENTS

Vice Chair Earl brought many books and pamphlets from the Annual American Library Association Conference in New Orleans, LA. He mentioned ideas for future programs and services and information he brought back from the conference. Chair Hatchett suggested Vice Chair Earl give the items to the Director to be shared with the board at a later date.

Secretary Rutherford mentioned how successful the Summer Reading Program Kick-off was.

Trustee Duvall read a note that was slipped to her during the meeting by Cynthia Samples regarding her not wanting Secretary Rutherford or Director Green to be involved in the Friends Group. It was discussed that her action (walking behind board table during the meeting) was inappropriate and of concern. The note was given to Chairperson Hatchett.

The meeting was adjourned.

Submitted,

July 6, 2018

Devan Green, Library Director
Pontiac Public Library