

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- March 22, 2017
5:30 P.M.

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

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

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

PUBLIC COMMENTS

A for profit group proposed an event on the grounds of the Pontiac Public Library for Easter. Some board members were concerned about charging because the library usually hosts free events and is aware that many of the patrons are low income. It was stated that the events would be cost effective and worth the public's money. Chairperson Richardson mentioned the possibility of sponsoring children who may want to participate in the events. There was mention of giving back 15-20% of the costs to the library. The event would charge \$10 for adults and \$5 for children.

The board wasn't ready to make a decision on if this event would be allowed to occur on library grounds and it was tabled for a later date.

APPROVAL of MINUTES

The chairperson requested approval for the February 2017 minutes.

A motion was made to approve the February 2017 minutes; Motion, Trustee Jones, seconded, Trustee Allen. Roll Call; Allen, yes; Jones, yes; Richardson, yes; Jenkins, yes; Motion carried.

LIBRARY VENDOR PRESENTATIONS

Christopher Handsy of Lizut Mechanical Incorporated discussed a submitted proposal for repair of the broken air coolant system. He suggested it may be necessary to replace the system entirely. The system is old and has parts that aren't sold anymore. The cooling tower on the roof of the library was replaced three years ago by Lizut, but the new system would be able to utilize it still and not need another new cooling tower. The manufacturer of the original cooling system is still in business and no longer makes the parts for this system. Lizut has been trying to maintain the cooling system, but it was never replaced; the system which was replaced was the heating system.

The library director addressed an email from Leasource, a banking company that provides loans, about financing a new air conditioning system. The amount of the lease would be \$188,500 and the rate is 4.56%. The payments will be at a rate of \$3,506.10 a month for five years and there would be one advanced payment. The Chairperson also looked into if Fifth Third could provide a lower rate and is waiting to hear back.

Adam Polk from Polk Facility Solutions Janitorial Services discussed the scope of services they have been providing for the library since 2013. He addressed that the company has taken care of some things that are outside of their contract as well, specifically with general maintenance services. Mr. Polk also mentioned that his company orders the cleaning supplies at no cost and that even though they clean in the evening they are available on call if any emergency cleaning is needed during the day. Mario Carrera of Carrera Landscaping has been working for the library for three years and discussed the scope of his company's ground keeping. He's presenting the same contract and just wants to keep the current agreement ongoing.

Mr. Hawkins discussed his work on the Pancake Pavilion and is proposing going back to splitting the cost of the pancake breakfast with the service organization booking the pavilion. He also discussed the scope of plowing snow under Chiefs Construction and plans to keep that service contract the same. The snow removal has averaged around \$244 dollars for the walkway and an additional \$369 for plowing the parking lot. Trustee Jenkins asked for an estimated total amount for the entire season be provided in the proposal and believes that the Pancake Pavilion services and snow removal services should be written up as two separate proposals.

TREASURER'S REPORT

The treasurer was absent from the meeting, but the report was included in the board packet for the board to review.

DIRECTOR'S REPORT

The Gala, Honeywell settlement, and some last minute program expenditures will require a budget amendment which will be prepared for the April meeting. We are still receiving donations for the gala, but there is a draft of the report of the gala's expenditures included in the packet.

There is a proposed payout to full-time staff for vacation roll-over which was taken away due to the new handbook. It was prepared using their pay rates, and research from contacting the payroll company.

The director also presented a wage analysis and excerpt from the Detroit Suburban Libraries Round Table. The staff is currently paid beneath the industry standard. The director presented the analysis and asked the board to examine the comparison between staff wages and industry standards.

There is a position for a full-time library assistant for circulation which the director is working to fill internally. There will also be two part-time library assistant positions posted for positions which will be vacant shortly.

Trustee Waterman showed up to the meeting during the Director's Report.

CHAIRPERSON'S REPORT

The Chairperson discussed concerns over the 3D printer and the lack of a maintenance contract for it. She thanked everyone for their participation in the gala and mentioned the speakers for the black history speaker series. There is new carpet in the lab downstairs where there was a leak, a leak which has been repaired. There will be a forum for women speakers at the library to celebrate Women's History Month and we should promote this within the community. The Chairperson made the request that a board packet be mailed to board members who are unable to attend a board meeting.

ACTION ITEMS

The first action item was to decide if there should be replacement of the air conditioning system and the water treatment.

A motion was made to repair or replace the HVAC air conditioning and water treatment; Motion Trustee Jones, seconded Trustee Allen. Discussion; Trustee Waterman asked if the board received three bids because this was protocol for the board. Christopher Handsy of Lizut Mechanical said that he understands there is protocol, but that there was also a time constraint because the summer months are coming and the cooling system will be necessary. Chairperson Richardson mentioned if another contractor was chosen for the cooling system that means that there would be two different contractors required, as Lizut already is contracted for the heating system.

There was discussion regarding the board's financial policy passed on April 30, 2015. The Library Director read from the policy which states that 3 bids are required for a contract over \$5,000. Contracts over 10,000 require legal review and a bid over \$5,000 require board vote.

Roll Call: Jones; Yes, Richardson; Yes, Jenkins; Yes Waterman; Yes. Motion passed.

A motion was made by Trustee Allen to create a contract for the Library Director because often six members are not present and we need six members for a review. Trustee Waterman, Jones, and Jenkins want to discuss the motion. There was no second to the motion. Motion died.

There was a discussion regarding the employment status of the Library Director. The board discussed concerns regarding the board's evaluation process and the desire for all trustees to fill out the evaluation form.

A motion was made by Trustee Waterman to buy 6 tickets at \$75 each to the fundraiser for Kid's Standard Magazine in order to send 2 trustees and 2 winners of the youth essay contest and their parents. Roll Call: Jones; Yes Richardson; Yes Jenkins; Yes Waterman; Yes. Motion carried.

OLD BUSINESS

Trustee Jenkins wanted the board to come to a decision regarding the evaluation of the Director. The board discussed a contract versus the board members filling out the evaluation form. The board in the past had a team of 3 trustees to do an evaluation. There was confusion on the process and the plan going forward. Trustees Jones and Waterman expressed a desire to receive another form to fill out as soon as possible to take part in the evaluation.

BOARD COMMENTS

Trustee Waterman mentioned the Solidarity Statement which the City is developing regarding the treatment of citizens and the diversity in the community. The library may want to create its own statement of solidarity.

A series of companies chaired by Peter Karmanos are opening in Pontiac and there was a great investment in the City and this is a high tech industry and good to have an emerging sector in the city.

Trustee Jenkins suggested the board consider that the History Room is renamed the Hubert Price Jr. Room. Trustee Waterman and Vice Chair Allen agreed.

The meeting was adjourned.

Submitted, March 30, 2017

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library