

Pontiac Public Library Board of Directors Meeting

March 23, 2016

6:30 p.m.

Meeting called to order by Chairperson, Rosie Richardson. Prayer offered by Trustee Jenkins.

Roll Call, Allen, present, Duvall, present, Jenkins, present, Jones, present, Waterman, absent. A quorum was present. Prayer was offered by Trustee Jenkins.

Motion to approve agenda made by Trustee Allen seconded by Trustee Duvall. Roll Call, Trustee Allen, yes, Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes. Motion carried. Trustee Waterman joins meeting.

PUBLIC COMMENT

Mario Carrera, Carrera Landscaping shared his continued interest in providing landscaping for the library.

Adam Polk of Polk Facilities and Janitorial Services provided his annual report detailing the services to the library and indicated that he was hoping for a life time contract with the library. Mr. Polk shared some ideas on how the appearance of the library can be improved specifically having the windows professionally cleaned, a new floor covering with the library logo for the entry way, and resurfacing of the front desk. Mr. Polk also stated that there was a new carpet cleaning component to his services, as well as post activities cleanup when needed at no charge. Mr. Polk also suggested that the bathrooms receive an upgrade. Mr. Polk shared his company's goal is to show better services to the library. Mr. Polk further stated that Polk Facilities Solutions will continue with support through the partnership with the library.

Jeff Hawkins, Unique Food Management gave a report regarding the upcoming season for the Pancake Pavilion. Mr. Hawkins suggested that there be a fee change this season. He suggested that the fee be increased to \$100, with \$50 going to the library and \$50 to Unique Food Management for staffing, cleaning and the necessary permits. Mr. Hawkins suggested that for the coming year, the organizations using the Pancake Shelter for fund raisers be responsible for providing their own food. This would remove a lot of operational responsibilities of the library. We will still provide the cleaning supplies, propane. Utensils and paper goods. Mr. Hawkins also stated that operating the Pancake Pavilion in the afternoon giving two opportunities for operation. He also discussed the Dream Cruise activities. Among the activities would be a fund raiser specifically for the library. Parking during the Dream Cruise was also discussed. Mr. Hawkins suggested that the library utilize the pavilion for a fundraiser during the Saturday of the Dream Cruise. Mr. Hawkins also discussed providing Bar-B-Q at the Pavilion. He proposed to provide the library with a \$300 donation as a part of his utilizing the pavilion. Trustee Waterman stated that there is a group working to make the Dream Cruise a success and invited Mr. Hawkins to attend. Trustee Duvall asked that Mr. Hawkins submitted his presentation to the board in

writing. Trustee Jenkins stated that it would be a good idea if someone from the library would attend these planning meetings so that the library could be included and there would be input from the library.

Billie Swayzer commented on the cleanliness of the library, her enjoyment of the Anniversary Gala, and encourages the board to attend City Council meetings to publically push for the success of the upcoming mileage.

APPROVAL OF MINUTES

Motion to accept January meeting minutes made by Trustee Duvall, seconded by Trustee Jones. Roll call; Allen, yes; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes; Waterman, yes. Trustee Waterman had a correction of the minutes. CORRECTION to page 4, paragraph 5 which reads: "Trustee Waterman gave a note of point to help with the cash flow to Trustee Duvall for the Treasurers report". It should read: "Trustee Waterman gave kudos to Trustee Duvall for her Treasurers Report".

LIBRARY STAFF PRESENTATION

Edmond Richardson provided the board with a report on the circulation statistics of the library. There were checked out was 2,325, the number of items that were used was 269, the number of items checked out was 659, the number of new items added to the catalog was 298, and there were 196 new library cards that were issued. Trustee Waterman asked if the library was still keeping the statistics. The Library Director stated that the staff is keeping track.

FINANCIAL REPORT

Mr. Harden stated that the library has established a new bank account with Fifth Third Bank. The transfer to this institution was to establish an interest bearing account. Mr. Harden explained the Profit and Loss statistics, as well Budget verses Actual. The library is currently operating under budget. Trustee Waterman asked Mr. Harden where we stood financially and what is our cash flow forecast. Mr. Harden stated that we should come in lower than budgeted and have a positive cash position

TREASURERS REPORT

The Treasurers Report for February and March was provided by Trustee Duvall. Trustee Duvall explained the process of moving to another bank. Trustee Duvall stated that Fifth Third Bank was the only bank that offered an interest bearing account. The beginning balance transferred to Fifth Third was \$1,000,5,407.

DIRECTORS REPORT

The Directors report included a report on the Anniversary Gala. Volunteers were recruited for both the library and the Gala. Volunteers from the Sun Time Bank and Friends of the Library assisted with the Gala.

FOCUS:HOPE has moved into the library. The library had a refrigerator that they were able to donate to FOCUS:HOPE to use for their perishables. The library hosted some programs during the month of February including an Open House and a Black History Speaker Series.

BY-LAWS COMMITTEE REPORT

Trustee Duvall asked that the board members review the draft of the By-Laws and provide suggestions and recommendations and hope to finalize this at the next meeting.

Trustee Duvall gave a verbal report regarding the Anniversary Gala. Trustee Duvall stated that there was tremendous support from the community, and suggested that we continue with this yearly event. The anniversary took in over \$4,000 in donations and sponsors, 21 V.I.P. tickets, and approximately 80 complimentary tickets and 116 tickets sold. Trustee Waterman asked if we were going to a written report for the gala. Trustee Richardson stated that we would be getting a written report.

CHAIRMANS REPORT

The Black History Series was very successful. The chair stated that the next year it would be to our advantage to have more people from the community involved. She further stated that the Women in History series will continue into April. She stated that she had contacted a number of women in the community to participate in a round table and she is waiting on confirmations. The chair stated that she has sent several notices to get feedback on working on the mileage and she is looking forward to hearing back from the board. She stated that with the support and expertise from State Trustee Shirley Brussema, several communities have had successful mileage campaigns. The chair further stated that we need volunteers to work on the mileage campaign and that we have donated space at 51111 Woodward, 8th floor which is the Ottawa Towers. We are looking for volunteers for community outreach. All the paper work for this mileage campaign has been submitted to be on the ballot and designating Trustee Duvall the treasurer. The campaign slogan will be "Partners In Reading" (P.I.R.) A copy of the inventory and activities will be available so that people can see how the library has progressed 2014. Furniture has been donated for the Library Café. We currently have 10 Free Little Libraries with three requests for them, and one will be going into the Shirley Street Park. Plaques will be given to the President of the Pontiac School Board for Mr. Sweeney and the students who built the Free Little Libraries. In sponsorship, Community Housing Network has received 1500 books from Macy's that they would like to use during a Summer Reading Program in the Park. The chairman would like to have pictures made available for the next newsletter of events that have been held at the library to help advertise the mileage. She further stated that she would like to have the newsletter in Spanish.

The Career Dress Shop asked that the library partner with them to get the word out to those who are looking to enter the job market.

ACTION ITEMS

The Chairman stated that these were items that she wanted us to vote on tonight. Trustee Duvall asked why was an action item. The chairman stated that is was largely due to the changing of banks. Trustee Waterman stated that she would like to have some supporting documentation for these action items. Trustee Duvall suggested that we table the seven action items until we had some documentation. Discussion was held regarding the policy and procedures. Trustee Waterman moved to table the seven action items until we had documentation in front of us. The motion was seconded by Trustee Duvall. Roll Call; Allen, no; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, no; Waterman, yes. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

BOARD CLOSING COMMENTS

Trustee Duvall stated that during the Committee of Fifty meeting it was suggested that the library be a focal point for the Pontiac Athletic League. PAL will be holding a gala in the near future and asked that the library share the PAL activities. Trustee Allen asked if it was the Oakland County Sheriff PAL.

Trustee Jones stated that we should contact the Teen Advisory Board to assist with the mileage to involve the younger group. He also stated that he has already contacted some local churches to get involved. Trustee Jones also shared his concerns regarding the Gala.

Trustee Waterman shared something's going on in April. The City of Pontiac has been named as a 2016 Congress Legacy Project Community. More information will be forthcoming. Trustee Waterman stated that the City of Pontiac will be working with the PAL. She commented on the Meet Up To Eat Up program and the upcoming PAL activities. June 25th a City Wide Block Party to kick off this program. Trustee Allen stated that she is happy that FOCUS:HOPE has begun operating from the library. She also stated that the churches are still involved in the Summer lunch program.

Trustee Jenkins stated that she was impressed with Polk Facilities Management performance. Trustee Jenkins agreed with Mr. Hawkins suggestion to increase the fee for the use of the Pancake Pavilion. Trustee Jenkins further stated the library and the board have the space and expertise to develop programs to assist with employment skills and job development.

Motion to adjourn meeting by Trustee Duvall, seconded by Trustee Waterman. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes; Waterman, yes. Meeting adjourned.

Submitted

Monday, March 28, 2016



Juliene Jenkins, Secretary

Pontiac Library Board of Trustees