

PONTIAC PUBLIC LIBRARY BOARD OF DIRECTORS MEETING

March 25, 2015

6:30 p.m.

The meeting was called to order by Chairman, Rosie Richardson at 6:31. Roll Call: Allen, present (by phone), Duvall, absent; Jenkins, present; LeDuff, present; Richardson, present, Waterman, absent. A quorum was present. Trustee LeDuff arrived at 6:35 p.m., Trustee Waterman arrived at 7:06 p.m. Prayer offered by Trustee Jenkins.

The agenda was reviewed and accepted without any additions or changes. *Motion to approve agenda, made by Trustee Jenkins, second by Trustee LeDuff. Roll Call; Allen, yes, Jenkins, yes, LeDuff, yes, Richardson, yes. Motion to approve agenda carried.* Review of minutes was conducted and the changes and corrections were noted. The correction of the name of a Maurice Jones, and correction of the Free Little Libraries were made. *Motion to approve minutes made by Trustee LeDuff and seconded by Trustee Allen. Roll Call; Allen, yes; LeDuff, yes, Jenkins, yes; Richardson, yes; Motion carried.*

CHAIRMAN'S REPORT

The Chairman indicated that while we are no longer receiving Honeywell services since we obtained a new boiler system, there has been some contact with Honeywell regarding their request for additional payments. The chairman stated that any additional information will be shared with the board. Update regarding the Free Little Libraries. Elam Brothers and Lighthouse have agreed to have them located at their sites. Dr. Taylor-Burks has also agreed to have one, and the Board Chair has agreed to have one. There will be a sign up sheet located in the library for anyone who would like to have one. O-Tech will be building the libraries so not all of them are built by Waterford. The Art Experience contacted the Chairman to see if we would like to be a part of their activity in June at Beaudette Park. Loss Prevention conducted their annual inspection and suggested that repairs be made to the parking lot. An RFP was posted in October, 2014 for the repair of the parking lot. One bid was taken from James Asphalt. The chair suggested that James Asphalt do a presentation to the board. The chairman suggested that we consider how the parking lot was to be repaired. Since the weather has changed, the chairman indicated that we should make a decision regarding the parking lot repairs. Applications for the Visually Impaired boxes have been obtained from Lansing. There is currently one in the library and the chair has found a website that can be utilized in the library. There is also a website located at www.satogo.com for the visually impaired. The chair suggested that meet to establish accounting policies and procedures so that they will be in place when the time comes for another audit. *Motion was made to receive the chairman's verbal report by Trustee Jenkins, seconded by*

Trustee LeDuff. Roll Call; Allen, yes; Jenkins, yes; LeDuff, yes; Richardson, yes. Motion carried.

FINANCIAL REPORT

Mr. Harden presented his financial report. Mr. Harden began with the Profit and Loss Budget and Actual. He also stated that a balance sheet is now also provided. Mr. Harden stated that he was engaged in a two part agreement. One was to provide ongoing accounting support effective July, 2014, the other part was to reconstruct records for 2013 and 2014. Because of the condition of the records, it did not allow him to present an accurate Budget Sheet. Since those records have been reconstructed, a balance sheet will be a part of the financial sheet. During this reporting period, it indicates more expenditures than revenues on certain line items depending on the budgeted amounts. However, currently the financial revenues and budget position is positive. Trustee LeDuff questioned the way the report reads. Trustee Richardson stated that previously, there was no report prior to this board being elected, and the check registry was voted on as a report. Mr. Harden continued with the explanation of the balance sheet which shows expenditures, current and fixed assets and current liabilities. The Board Chair instructed the Library Director to forward copies of the bank statements to the board. Additional discussion was held regarding the financial report including the reconciliation process based on the accounts being closed. Motion was made to *accept* the financial report by Trustee Allen, seconded by Trustee Jenkins. Trustee LeDuff questioned weather this report is being accepted or received. Trustee LeDuff stated that she would not vote to *accept* this report. Roll Call; Allen, yes; Jenkins, no; LeDuff, no; Richardson, yes; Motion to *accept* financial report failed. Richardson, yes; Motion failed. A second motion was made by Trustee Jenkins to *receive* the financial report. Roll Call; Allen, yes; Jenkins, yes; LeDuff, yes; Richardson, yes. Motion carried.

DIRECTORS REPORT

The Director stated that her report contained an overview and reports and regarding the anniversary. She also stated that she included reports from 2013-014 and 2014-2015. Additional reports from the Teen Librarian and Youth Librarians. Also, there was a report on the Library Director's attendance and participation at the Macedonia Baptist Church Health affair. The Director stated that some of the donors have requested to remain anonymous including to the Board Members. Trustee LeDuff stated that she would like to see a complete report from the anniversary. The Library Director destroyed the bid sheets from the Silent Auction and the winners. *Motion to receive Library Director's report. Roll Call, Allen, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Motion carried.*

OLD BUSINESS

Motion to table the discussion of old business made by Trustee LeDuff, seconded by Trustee Jenkins. Roll Call; Allen, yes; Jenkins, yes; Richardson, yes; LeDuff, yes. Motion carried.

NEW BUSINESS

None

ANNOUNCEMENTS

We have been invited to participate with Nicolette and Oakland Township in their vegetable gardening project.

Motion to adjourn made by Trustee LeDuff and seconded by Trustee Jenkins. Roll Call; Allen, yes, Jenkins, yes, LeDuff, yes; Richardson, yes. Meeting adjourned.

Submitted,

April 21, 2015


Juliene Jenkins, Secretary

Pontiac Public Library Board of Trustees

