

PONTIAC PUBLIC LIBRARY BOARD
BOARD OF TRUSTEES MEETING
March 26, 2014

The Pontiac Public Library Board of Trustees Meeting was called to order by Chairman Richardson on March 26th. The Chair asked Trustee LeDuff to act as Secretary since the Secretary is absent. Chair requested roll call: Trustee Evelyn LeDuff Present, Trustee Joyce Allen Present, Trustee Waterman Present Trustee Richardson Present, Trustee Juliene Jenkins (absent), Trustee Devita Duvall (absent). Chair indicated that there was a quorum to hold a meeting.

REVIEW OF MINUTES

Chairman Richardson gave the board an opportunity to review the minutes. Trustee Waterman addressed the Chair referencing Roberts Rules of Order stating “at this point asking for agenda revision. I did send in some agenda items prior to the meeting to be added to the agenda”.

Trustee Waterman stated “that at this point in our agenda, we should be asking for the approval of the agenda and if there are any additions to the agenda”. Trustee Waterman indicated that she had forwarded additional agenda items earlier in the morning and asked that these items be added to the agenda. Discussion was held regarding weather or not to add these additions to the agenda.

Trustee Waterman stated that there were individuals in attendance that were related to the items on the agenda, and out of courtesy to them that these items be considered earlier in the agenda, possibly following or under the Interim Directors report?

MOTION MADE BY TRUSTEE WATERMAN –First Motion

I hereby move that the items that I asked to be added on to the agenda be put on the agenda, and in lieu of the fact that we do have guests here to make presentations that they be allowed to make their presentations, particularly items 3 and 4 be added after the Chairman’s Report, so they don’t have to stay here for the whole meeting, and that is usually a courtesy allowed to those attend the meeting. MOTION TABLED. Discussion returned to the previous meetings minutes. Trustee LeDuff also indicated during this motion that she had guest. Richardson indicated that she had spoken with Trustee Jenkins who will provide verbatim notes. Trustee Waterman stated that once the minutes are given to the body, they belong to the body and cannot be changed by any individual. After additional discussion, the previous meeting minutes contained a number of inaccuracies. At that point, Trustee LeDuff motioned to defer the approval of the minutes.

MOTION BY TRUSTEE LEDUFF

I would like to make a motion that the minutes be deferred until the next meeting. MOTION PASSED.

Chairman Richardson called for Public Comment. At that point Kim Hodge the speaker from the Time Bank spoke. Discussion was held regarding partnership with the Library. Board members shared their interests in partnering with the Time Bank and membership. Ms. Hodge disseminated information to board members.

Another speaker Hassen Musswer from the Oakland County Treasurers office requesting partnership with the Treasurers Office, Pontiac Public Library, Home Depot regarding. Provide opportunities to learn gardening. Two workshops will be held. The first will be a Community Garden Workshop held at Welcome Missionary Baptist Church, April 2nd, 5:30-8:00 p.m. and a second workshop Urban Gardening, to be held at the Pontiac Public Library on April 8th. Information was also shared regarding the possible purchase properties for gardening. Chairman Richardson stated that she had already spoken to someone about this program. Additional discussion and an exchange of information was held. Chairman Richardson asked if there were any further public comments. No additional comments made.

CHAIRMANS REPORT

Chairman Richardson stated that in keeping with the Roberts Rules of Order and in keeping with the Agenda order, she will stick with the agenda. However, there will be no specifics regarding her report in advance.

In regards to the Credit Union accounts, Chairman Richardson stated that attorneys have been involved because of the transfer in April, 2012, the city initially was attempting to move the library's money from the account, indicating that they (City of Pontiac) owned the accounts. The money is still in the accounts. We are waiting to hear from the Credit Union regarding the Savings as well as the Money Market accounts. There is also some question as to where the quarterly statements are going. The library address is listed on the statement, but the library has not received any.

The Audit for the RFP: The Pontiac Public Library has received an extended deadline of March 28th. Chairman Richardson stated that she has met with three (3) auditors who have submitted proposals in response to the RFP. During the meetings, it was disclosed to the Chairman that one of the former Library Directors had been incarcerated for six (6) years and some problems he had with the Pontiac Library. Chairman Richardson stated that there is a large amount of money that is due in September, 2014. Also, that there are bills that are outstanding as far back as 2012. Discussion regarding previous Check Registry and the use of its format for approval.

Chairman Richardson discussed her attendance at the Public Library Conference and the valuable information she received regarding preparing for the upcoming 2015 Mileage, information regarding TIFA and how it is allocated, and how to organize a friends group. Chairman also stated that she had spoken with several library organizations that have partnered with car companies who have assisted with transportation during their events, and appropriate fund raisers. Chairman Richardson that she would be sharing that information with the board. Chairman also stated that we have some real serious problems with money that need to be taken care of so that we will not accrue penalties and fees for matters that have happened in the past. The Chairman indicated that she has engaged attorneys in the Credit Union matter and with the State of Michigan regarding the audit and the Library has been granted the March 28th deadline to obtain an auditor. We are required to contact the State when we have secured an auditor.

One of the issues with the Credit Union report is the name. Chairman indicated that there will be a change in the name of the library. The word "Foundation" will be removed from the account, and the City has no access to the account.

Trustee Waterman asked what the items are that have not been paid. Chairman Richardson stated that some of the past due bills were not paid prior to her coming to board. Trustee Waterman asked again for the bills that had not been paid. Chairman Richardson then stated that there was a past due bill that had accrued fees and penalties since 2012. Trustee Waterman stated that we do need to have our financial reports. Trustee Waterman stated that it is incumbent upon the board to know what the bills are. Interim Library Board Director, Devon Green explained the balances have to be reconciled. Chairman Richardson stated that one past due account, Frank's Landscaping had a past due invoice from July, 2013. Trustee LeDuff asked why bills from July, 2013 had not been paid. There was no response.

Chairman recognized Trustee Waterman. There was extensive discussion and exchange of statements between Chairman Richardson and Trustee Waterman regarding issues with unpaid bills and financial reports. Trustee Waterman requested and itemized list of past due bills, and stressed that we do need to have our financial reports. Chairman Richardson stated that the itemized statement was attached. Chairman Richardson referenced the Check Registry. Trustee Waterman asked if the Budget Amendments had been approved by the board, and the Chairman stated that they had been voted on. Trustee Waterman asked for an explanation as to why the bills had not been paid. Chairman Richardson stated that since she was not on the board until January 1, 2014 she could not give her an answer since Trustee Waterman was Chairman prior to the new board. Additional repeated discussion included past due invoices and the credit union accounts.

Trustee Waterman asked how many people have responded to the RFP and would the board be involved in the selection. Chairman Richardson indicated that there were three and that have responded. Additional discussion was held regarding the process and lack of completion of the 2013 audit. Chairman Richardson stated that there

INTERIM DIRECTORS REPORT

The Library is now participating in the Mature Workers Program as a Host Site and we have four (40 individuals who are working as Library Aides. The Interim Director provided a brief report regarding her attendance at the Library Conference. The Interim Director stated that she had attended the Library Association Conference and would be providing her report in her April report. One of the highlights was a session entitled "How to Ruin Your Library's Reputation."

Additional information included the repair of the toilets and issues with installation. Various new dispensers have been installed throughout the library. There was no extra cost.

The Library Youth Department has been doing outreach. Information regarding the reconciliation of Quick Books. There were many checks that had not been voided out in QuickBooks which had to be voided out manually. This process is timely to complete. The Director referenced a letter received from the State of Michigan regarding the outstanding balance in the amount of \$16,993.92. This amount has been due since June, 2012. The Director has been in contact with the State regarding resolution of this matter. It was stated that should be pay the balance of the past due amount by March 31, 2014, we will not accrue any more penalties or fees.

Discussion was held regarding the Honeywell account, but and weather or not to pay the agreement amount or consider purchasing a new one. Trustee LeDuff had questions regarding

possibly issuing an RFP for a new boiler. Trustee Waterman stated that the current boiler is at least sixty (60) years old, it is impossible to get parts, and adjustments have to be made manually. There was consideration regarding possible relocation of the library opposed to purchasing a new invoice. The cost for the maintenance of the current boiler is \$26,000.

Chairman Richardson recognized Trustee LeDuff. Trustee LeDuff stated that when she was coming to meetings, they were voting on Check Registers. Trustee LeDuff asked who prepared the Financial Report provided by Trustee Waterman since there was no Library Director or Business Manager, who prepared this magnificent report? Trustee Waterman stated that she did not prepare it, it was prepared by the Director. Trustee LeDuff pointed out that there was no Library Director during that time, and pointed out that we had no Director or Manager. Trustee Waterman stated that when Ronnie Karpinski was acting as Business Manager had a different kind of protocol. After additional discussion, it was determined that the presented financial report was completed through June, 2013. Trustee LeDuff stated that because we had no Director or Business Manager, so where are the fantastic reports coming from? Trustee LeDuff further indicated that Mr. Karpinski stated that he had difficulty trying to reconcile the financials, and the current Interim Director has to have time to catch up for the six to eight months that these things were not done. She further stated that it was impossible to have a financial report without a Director or Business Manager June through December, 2013. How did they get done? Trustee Waterman stated that Mr. Karpinski was the volunteer Business Manager. Trustee LeDuff shared her views regarding Check Registers that were being approved by then Board Chair Waterman. Trustee Waterman inferred that the current board is not paying the bills. Trustee Allen stated that it was not our fault that some of the bills from 2013 were not paid.

Chairman Richardson requested that the record reflect that the large majority of the bills that we are paying are reflective of bills that were on the table that needed to be paid from 2013. The additional bills are letters of engagement or accounts that were signed prior to her coming on board. The Chair indicated that we have an account payment in the amount of \$64,000 coming up and we are not operating at a deficit. Some of them do not expire until fiscal year 2014. Trustee Richardson indicated that she is looking for someone who will act as Business Manager to sign a letter of agreement. Additional verbal exchanges from Trustee Richardson and Trustee Waterman.

After lengthy discussion, Trustee Allen motioned that we do seek out someone who will accept the position of Business Manager with or without pay. Second by Trustee LeDuff. More discussion.

Trustee Waterman left the meeting. Chairman Richardson stated that she would pay the bills on the Check Registry without a board vote because we do not have enough members present.

The Chairman asked for new business. Trustee LeDuff stated that we should have a separate meeting to discuss the Pancake Shelter. The Chairman asked for a date. The Chairman stated that the Pancake Shelter falls under Old Business.

The call for New Business. Trustee LeDuff asked about a policy on Partnership. Also, a policy on keys.

Trustee Allen stated that she would like to see the Library sponsor in September or October present a “Get Out the Vote” play. It was suggested that it would be more beneficial to have one during the Primary as well as the General Elections.

Discussion regarding letters of agreement or RFP for management of the Pancake Shelter.

Additional meeting date of Thursday, April 03, 2014 at 2:30 p.m.

Motion for adjournment by Trustee Allen, Seconded by Trustee LeDuff.

Chairman Richardson shared some photos of the Pancake Shelter.

Submitted,

April 4, 2014

Juliene Jenkins, Secretary