

Pontiac Public Library Board of Trustees
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- March 28, 2018
5:30 P.M.

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

APPROVAL OF AGENDA

The board reviewed the meeting agenda. Chairperson Hatchett discussed some amendments she wanted made to the agenda including the addition of Bylaws Committee under Old Business, the addition of Letter to Unique Foods under Action Items, and the addition of Letter to Holy Smokes (Jeff Hawkins) under Action Items.

A motion was made to accept the agenda as corrected; Motion Trustee Duvall, seconded, Trustee Earl. Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Maxie, yes; Rutherford, yes. Motion carried.

PUBLIC COMMENTS

Joy Calloway discussed education, leadership, and board development. She discussed how she talks about the importance of mental health to various groups through her organization and would be interested in bringing those opportunities to the Library. Additionally she stated that she has experience with board training and development and would like to offer her services to the Library Board.

Billie Swazer, a citizen, felt that during the last meeting the flow didn't quite follow the agenda and she was hoping for some more structure. She asked if the Financial Report and the Treasurer's Report were the same and whether or not they were available online.

Cynthia Samples, the Volunteer Coordinator of the Friends Club, discussed a Black Tie Event that the Friends of the Library were planning and which they wanted to make an annual and profitable fundraiser for the Library.

MEETING MINUTES

The Board reviewed the meeting minutes for the February 28, 2018 meeting. Trustee Richardson arrived to the meeting while the board was reviewing the minutes.

A motion was made to approve the February 28 minutes; Motion Trustee Duvall, seconded, Trustee Earl. Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Maxie, yes; Richardson, abstain; Rutherford, yes. Motion carried.

The Board reviewed the meeting minutes for the special meeting on March 21, 2018.

A motion was made to accept the special meeting minutes for March 21, 2018; Motion Trustee Duvall, seconded Trustee Earl. Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Maxie, yes; Richardson, abstain, Rutherford, yes. Motion carried.

FINANCIAL REPORT

Mr. Harden reviewed the Profit vs. Loss Budget vs. Actual Report for the Board. It encompasses July 2017-February 2018. Total revenues for the Library reflect a positive variance which will vary as the year progresses due to the timing of when the Library receives property tax revenue. The expenses for the Library reflects a favorable variance which shows the Library is under budget as of year to date due mainly to expenses on personnel and operations. The net income for the Library reflects a favorable variance, due to the library receiving more revenue earlier in the years and spending less than expected at this point in time.

Trustee Duvall said that there were three months until the next annual budget and wanted to know Mr. Harden's recommendation on when the Library should begin planning for it. He recommended the planning begin immediately.

Mr. Harden went on to review the Balance Sheet. The total checking, savings, and investment account has \$1,091,224.16 with the investment account holding \$571,571.24; total current assets are \$1,091,839.16; total fixed assets are at \$505,357.64 which gives total assets of \$1,597,196.80; the library doesn't currently owe any vendors and actually has some credit which reflects a negative number in the accounts payable. Total liabilities and equity equal \$1,597,196.80

A motion was made to accept the financial report; Motion Trustee Duvall, seconded Trustee Rutherford. Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Maxie, yes; Richardson, yes; Rutherford, yes. Motion carried.

TREASURER'S REPORTS

Trustee Maxie reported that the beginning balance in the general fund on February 1, 2018 was \$606,366 and the ending balance as of February 28, 2018 was \$569,134 and the balance to date as of March 28, 2018 was \$484,683.21. Deposits for the month of February were \$11,020.85 and the balance of investment accounts as of March 28 were \$560,484.03.

Trustee Duvall asked what the pie chart represents and Trustee Maxie said that it shows what was spent to date of the professional services line item. Trustee Rutherford was confused on what budget the pie chart reflected as well.

Chairperson Hatchett suggested putting off the Treasurer's Report until next month, in order to give Trustee Maxie time to edit the report and present at the next board meeting.

Trustee Richardson pointed out that the investment fund had lost roughly \$11,000 dollars between the last two months and suggested the board consider removing some money since the investment fund is losing funds.

A motion was made to postpone the Treasurer's Report; Motion Trustee Rutherford, seconded, Trustee Earl. Roll Call; Duvall, abstain; Hatchett, yes; Earl, yes; Maxie, yes; Richardson, yes; Rutherford, yes. Motion carried.

CHAIRPERSON'S REPORT

The Chairperson reported that there she had a meeting with Unique Foods owner, Rosa Randolph to go over the letter of agreement about the Pancake Pavilion. In the meeting Rosa said that she understood that she was only going to do things for the pavilion through the end of 2014 and that she hasn't done anything since or subcontracted to Holy Smokes business in order to use her insurance, license, or anything. She felt in order to clean this up a letter had to be drafted to Unique Foods and to Jeff Hawkins of Holy Smokes to have him vacate within 14 days and clean up the pavilion. The Director was asked to change the locks on the pavilion after a dispute where it was discovered that Mr. Hawkins had a key to the pavilion still. Trustee Duvall suggested that in the letter that the Board ask for a supervised exit strategy. She thinks that there should be someone from the Library present when Mr. Hawkins is cleaning out the pavilion.

A motion was made to accept the Chairperson's Report; Motion Trustee Duvall, seconded, Trustee Maxie. Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Maxie, yes; Richardson, yes; Rutherford, yes. Motion carried.

DIRECTOR'S REPORT

Director Green, presented a report on the financial deposits made by Mr. Hawkins to the Library. She noted that there were much more in 2014 than in the following years. In total there has been \$5,439 given to the Library from Mr. Hawkins.

Director Green, discussed the program in March that the library partnered with Doris Taylor Burks for in order to honor local women and its success. She discussed plans for future programs, including a painting class and open mic talent show. She went on to discuss meetings with Tech Logic for a new security gate and where the planning for the new gate is currently; due to complications with the spacing of the front doors Library Design has also been consulted on options for working with the front door which is currently too narrow. The Director reported that a Youth Library Assistant resigned. One of the Urban League participants who has been with the Library for a 4 years, Delores Stephens, was hired in as Library Assistant, Youth Services Department. The Director presented vendor agreements to the Board which are currently in place. The Director presented a letter from Guardian Alarm on installing an alarm service for the pancake pavilion.

Trustee Richardson asked if Doors of Pontiac should be contacted about the front doors of the Library, rather than Library Design. The Director said that she could get a quote from both. Trustee Earl asked about the lack of metal near the gate and the Director responded that there can't be metal close to the gate, it has to be a certain distance away.

OLD BUSINESS

The private investigator reported to the Library Board on his progress in the investigation. He reported that the documents which were circulated were meant to affect the outcome of the election and that he believes he has a handle on who created and distributed the documents which would be answered in a later report. It has come to the investigator's attention during the investigation that the previous board had approved a number of contracts for things to be done at the Library which didn't seem to follow the board's rules regarding the approval process. Another concerning problem is that some individuals received personal benefit from the approval of these contracts which is something that should be looked into.

Trustee Rutherford asked how much longer it would be until the Board was presented with all the evidence for the investigation. The investigator responded that a report would be presented in advance of the Board meeting and that some of this depends on the cooperation of individuals who need to be talked to. He hopes to have something in writing before the April Board meeting, but can't guarantee that at this time.

The Board discussed the pancake pavilion and how they wanted to proceed on its management. Trustee Rutherford stated that she wanted to find someone new for the management. Trustee Duvall pointed out that she felt that Mr. Hawkins and Mrs. Randolph weren't interested in its management anymore either so the Board would need to put out an RFP. Trustee Richardson mentioned that there were never any revenues given to the Library for the pavilion prior to 2014. Trustee Earl suggested generating tickets for the pancake breakfasts through the Library. Chairperson Hatchett stated that the question which needed to be answered now was whether the board wanted to put out an RFP or not.

A motion was made to put out an RFP presented to the board for review; Motion Trustee Duvall, seconded, Trustee Earl. Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Maxie, yes; Richardson, yes; Rutherford, yes. Motion carried.

Chairperson Hatchett asked if anyone had met for the Bylaws Committee. A report wasn't available because the committee hadn't met yet. Chairperson Hatchett suggested the committee comprised of Trustee Earl, Trustee Maxie, and Trustee Richardson get together after the meeting to discuss when they would meet for the Bylaws Committee.

NEW BUSINESS

Trustee Rutherford presented a report on providing raises to the library staff and director to the board. She felt they deserved a raise due to cuts in holiday pay, and time off. It was also pointed out that the director is one of the lowest paid directors in Oakland County. Trustee Richardson stated that when the board came on in 2014 that the library staff hadn't had a raise in many years and that the building was understaffed and that the board did increase the number of staff members and give raises at that time. Trustee Maxie said that he wanted to see Trustee Rutherford's report in writing and in documentation rather than through a verbal report; Trustee Duvall supported this statement. Trustee Richardson mentioned that at other libraries that the part-time staff never had holiday pay and that she did investigate this matter with other Oakland County libraries. Trustee Rutherford felt that the staff is underappreciated and that they deserve their just due; she will bring documentation to the next meeting in order to support the staff. Chairperson Hatchett responded that the board needed documentation in order to be objective by comparing salaries in other libraries that are around this size. A committee for Staff Wages was formed in order to discuss this matter of Trustee Rutherford, Trustee Earl, and Trustee Richardson.

The Board discussed fundraisers for the Library. Trustee Duvall mentioned that she had supported the Gala in the past because it gave back to the community and that she didn't like asking for a fundraiser if it didn't give back to the community. Chairperson Hatchett stated that a fundraiser raises money for a cause or organization, but it sounded like the Board wants to do an appreciation event which would have to use Library funds. The agenda item is for a fundraiser, but it sounds like that isn't what the Board wants.

A motion was made that the Board doesn't host a fundraiser, but an appreciation for the Library; Motion Trustee Rutherford, seconded, Trustee Duvall. Discussion; Trustee Maxie asked what this was based on and wanted to know where the money for this would come from; Trustee Richardson suggested using some of the money from the investment fund in order to have the event; Chairperson Hatchett stated that if the Board won't do a fundraiser that they should support the efforts of the Friends of the Library who are trying to support the Library. Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Maxie, yes; Richardson, yes; Rutherford, yes. Motion carried.

Chairperson Hatchett asked for the support of the Board to send a letter to Unique Foods Management regarding the original contract and that it is null and void.

A motion was made to send a letter to Unique Foods Management as well as to Holy Smokes Barbecue; Motion Trustee Rutherford, seconded, Trustee Duvall. Discussion; Trustee Duvall felt the letter should be signed by the entire Board. Roll Call; Duvall, yes; Hatchett, yes; Earl, yes; Maxie, yes; Richardson, yes; Rutherford, yes. Motion carried.

BOARD COMMENTS

A motion was made to suspend Jeffrey Hawkins contract for snow removal; Motion Trustee Earl, seconded, Trustee Rutherford. Discussion; Chairperson Hatchett stated that she doesn't necessarily want to continue working with Mr. Hawkins, but that she would like to review the contract prior to making a decision. Trustee Rutherford pointed to where the contract was in the packet before the Board. Chairperson Hatchett said that the document in the packet was a proposal and that she wanted to see the actual contract. Trustee Duvall suggested tabling this matter until the next meeting. Trustee Maxie agreed with the Chairperson that what was presented was a proposal. Trustee Duvall stated that Trustee Rutherford should have an incident report in writing about the situation with Mr. Hawkins. Trustee Rutherford asked Director Green if she had a contract in a file from Mr. Hawkins other than what was presented, to which she responded she didn't. Roll Call; Duvall, no; Hatchett, no; Earl, yes; Maxie, no; Richardson, no; Rutherford, no. Motion did not carry.

Trustee Duvall announced that on April 6 there is a Vision Boarding with a Twist which will be held at Alley Cat Café that she has organized and invited the Board to attend. Chairperson Hatchett asked Director Green to add items to next month's agenda including looking into the snow removal contract, and to discuss what should be done with the investment account. Director Green mentioned that she has invited the investment bankers to the next meeting so that they could report to the Board. Trustee Rutherford announced that on April 14 there would be a Your Vision Your Voice event happening at the Library in the large meeting room space.

A motion was made to adjourn the meeting; Motion Trustee Duvall, seconded, Trustee Maxie. Roll Call; Duvall, yes; Hatchett yes; Earl, yes; Maxie, yes; Richardson, yes; Rutherford, yes. Motion carried.

Submitted,

April 4, 2018

Joshua Campeau, Operations Librarian
Pontiac Public Library