

PONTIAC PUBLIC LIBRARY

Meeting Minutes

March 4, 2014

- I. Call to order by Chairperson Richardson, the regular meeting of the Pontiac Public Library at 6:40 p.m. on March 4, 2014 at the Lower Level Conference Room.

- II. Roll call
Secretary Jenkins conducted roll call. Present: Chair Richardson, Trustees Allen, LeDuff, Jenkins, and Waterman. Trustee Duvall, absent.
Devan Green, interim director present.

- III. Approval of minutes from last meeting: The minutes were reviewed from the February 26th meeting. Noted corrections were XII, Next meeting, regular. IX. Old Business, strike from Dr. Waterman's seat to the City of Pontiac. Motion passed not to pay fees. On VI d) Pancake Shelter tabled, f) \$7.40 is the correct government minimum paid, and Library has applied for eight trainees. Comma added between downstairs and grounds and the wording on the maintenance proposal to read, term is for one year and then with an option for renewal at the 11th month review.

Trustee Allen motions to approve the minutes with corrections. Waterman supported.
Roll call by Jenkins: Jenkins, yes. Allen, yes. LeDuff, no. Richardson, yes. Waterman, yes.

- IV. Public Comment: Minister Kathy Lee James voiced concerns over a patron watching pornography in the Library. Interim Director detailed Library's computer use policy and that the patron was banned that day for one week. Mike McGinnis present.

- V. Extended Space Usage Policies & Hold Harmless Agreement: Hold Harmless Agreement form, the backside of the Extended Space Usage Policy, is in agenda packet. Discussion held concerning once signed, the term of this agreement.
 - a) Pancake Shelter – May be a bid can go out for a manager. Library may get a percentage donation from the proceeds on the pancake sales. Pancake Shelter's license, health license and insurance should be under the Pontiac Public Library but the City of Pontiac is shown. We need to have a legal opinion as to relationship of vendor running Shelter and agreement of the PPL before RFP. Former vendor is no longer participating. Refrigerator and supplies belong to vendor and are on loan for usage. Once repairs are completed, vendor will be allowed to get their supplies. Committee purchased inventory and equipment predates former Chair's term. Receipts for ownership need to be provided.

- VI. Chairman's Report:
 - a) Credit Union Account – To date former trustees are not signed off and we cannot receive statements. Also account will be in one name with the Foundation being removed.
 - b) Audit: RFP – Three have applied. Additional information has been requested from parties that have applied..
 - c) Applications for Food Handlers license will be done before license expiration. Applications will be submitted to schedule the Saturday breakfasts for this year.

- d) PNC education banking program will last nine months meeting twice monthly. Kick-off is in May. Deposits can be made and banking careers will be discussed.

VII. Interim Director's Report

- a) Approval of Check Register – Checks are signed and need second signature. Tabled for reconciliation and variance reports.
- b) Financial Report and Budget Amendments – Tabled for reconciliation and variance reports.

Trustee Waterman motions for Board seek a business manager. Discussion held regarding having detailed reports stating expense purposes. Motion by Jenkins for having financial manager selection process in place. Waterman seconded. Questions asked include item description, effect on budget, cost, title; financial manager/budget director, and does PPL have the money in the budget for financial manager. A volunteer may be considered.

Roll call by Jenkins: Allen, no. LeDuff, no. Jenkins, no. Richardson, no. Waterman, yes.

Trustee Waterman suggests if we do not have a financial manager, Ms. Green can get assistance with QuickBooks to produce financial reports.

- c) Bank account is not linked Cash Flow program through bank. Line items to the budget can be added. Reconciliation and line items will be prepared for special meeting.
- d) Two circulation library assistants were hired.

VIII. Adjournment – Motioned by Allen, Jenkins seconded.

Roll call by Jenkins: Allen, yes. LeDuff, yes. Jenkins, yes. Waterman, yes. Richardson, yes.

Meeting concluded at 8:00 p.m.

NEXT MEETING: Wednesday, March 26, 2014, 6:30 p.m.

Minutes submitted by: Karen Barner, 3/15/14.