

PONTIAC PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, May 28, 2014

The monthly Pontiac Library Board of Trustees Meeting was called to order by Chairman, Rosie Richardson. There was a quorum present. Roll call was asked by Chairman Richardson; Trustee Allen, Trustee Duvall, present; Trustee LeDuff, absent; Trustee Jenkins, present; Trustee Richardson, present; Trustee Waterman, absent.

Motion was made to approve the agenda by Trustee Allen and seconded by Trustee Duvall. Roll Call; Trustee Allen, yes, Trustee Duval, yes, Trustee LeDuff, absent, Trustee Jenkins, yes; Trustee Richardson, yes; Trustee Waterman, absent. Motion carried.

Motion was made to approve corrected minutes from April 23, 2014. Trustee Duval asked for a correction during new business . Regarding a correction of the interest of the Delta's using on a Saturday not operating the Pancake Shelter. Motion for the correction was made by Trustee Duval, and was seconded by Trustee Allen. Roll Call; Trustee Allen, yes; Trustee Duvall, yes; Jenkins, yes; Trustee LeDuff, absent; Trustee Richardson, yes; Trustee Waterman, absent.

Chairman Richardson opened the floor for Public Comment. (Trustee LeDuff enters the meeting).The floor recognized Assistant Economic Officer Mr. Tony Sedick, from Pontiac Academy for Excellence. who indicated that he would like to establish a partnership to support their summer reading program. Chairman Richardson shared that someone from the Pontiac Academy for Excellence has previously attended a meeting and participated in the discussion regarding the Community Garden.

Chairman Richardson recognized Jeff Hawkins of Unique Catering. Discussion was held regarding the paint for the Pancake Shelter. Chairman Richardson stated that the Pancake Shelter looks nice, and thanked Mr. Hawkins for doing such a good job. Charter Commissioner Yvette Carson asked if the Time Bank participants were going to attend and assist with the Clean-up Saturday, May 31st, the response was clarified by reading a flier indicating that they would.

CHAIRMAN'S REPORT

Chairman Richardson stated that she did not intend three topics on agenda. Chairman Richardson referred to an RFP candidate presentation by Ms. Taylor. As indicated by the auditor, the library must have an accountant to prepare the financial documents in order to move forward. To show good faith the State, and let them know we had someone. After interviewing several people, Chairman Richardson made the decision to bring Ms. Taylor on board. Chairman Richardson allowed Ms. Taylor to provide the board with an update on the progress of her work on the finances in preparation of the audit.

Ms. Taylor stated that as of today, May 8, 2014, much progress has been done in preparation for the audit. Most of the 2013 accounts have been reconciled to the bank accounts, including

general and payroll accounts. These accounts have been done all the way through year end 2013 as well as up to date through April 30, 2014. Ms. Taylor stated that when the auditors actually begin with their audit, they are going to be very pleased with the financial documentation Ms. Taylor stated that there had been some reconciliation in the Check Register, but it had not been done accurately and it was not done all the way through the year.

Chairman Richardson recognized Trustee Duval who indicated that as Board Treasure, she would like to spend some time with Ms. Taylor to familiarize herself with what is being done and to have a better understanding of her position as Treasure. Trustee Duval addressed the issue of making recommendations, which are usually made by the auditor. Ms. Taylor made some suggestions for addressing some issues that will help in completing this phase towards the audit.

Chairman Richardson stated that because of the urgency for an accountant, we issued an RFP for a part-time accountant, and Ms. Taylor is working on our accounting information now. Chairman Richardson stated that there was one other RFP and we needed to make a decision on an accountant. The Board decided to vote on Ms. Taylor's proposal. Motion to accept Ms. Taylor and Taylor Accounting Services Associates proposal to provide accounting services to the Pontiac Public Library and to accept the Policies and Procedures that she has presented to us, and then tender to her a contract was made by Trustee Duval, seconded by Trustee Allen, Roll Call; Trustee Allen, yes; Trustee Duval, yes; Trustee Jenkins, yes; Trustee LeDuff, yes; Trustee Richardson, yes; Trustee Waterman, absent. Motion passed.

Chairman Richardson stated that she has formed a committee for the evaluation of the Interim Director. The committee consists of the Chair, Trustee Jenkins and Trustee Allen. The Chairman called for the approval of the Check Registry. Motion for the acceptance of the Check Registry was made by Trustee Allen, seconded by Trustee Duval; Roll Call; Trustee Allen, yes; Trustee Duval, yes; Trustee Jenkins, yes; Trustee LeDuff, no; Trustee Richardson, yes; Trustee Waterman, absent. Motion passed.

INTERIM DIRECTOR'S REPORT

For the month of April, the Interim Director attended the Library Director's Summit in Novi and some of the workshops. All of the topics were about management and library culture.

There were some issues with the alarm system keypad that required Guardian alarm and AT&T to make service calls.

The Highlight of the Cinco Dimio was the support of the Hispanic community and business. There were many citizens who participated. There was also additional planning on the Summer Reading Program, and some community outreach programs such as Forgotten Harvest, Area on Aging, Oakside Scholars, McClaren, and Hispanic Outreach. The Interim Director was the speaker at the Annual Career day at the Arts and Technology Academy.

Various complaints regarding the temperature in the library. We are addressing the issue regarding the air conditioner. The issue with people hanging out in front of the library smoking. There is no Smoking on Library grounds.

We have received a quote, from Lizutz Heating and Cooling regarding the repairs of the air condition tower. The Interim Director is waiting for a quote to replace the entire system. The current system has had parts removed from it by the previous vendor. Chairman Richardson asked Edmund if the offices were ready yet for those board members who would like space.

Chairman Richardson discussed the paint that was being donated. Chairman Richardson stated that since no one made an effort to get paint, do not send emails asking about the paint. Trustee LeDuff asked about the Time Bank doing the painting.

OLD BUSINESSS

Trustee Allen is planning to hold a "Meet the Candidate" on Saturday, June 21, 2014. Chairman Richardson stated that the Library is still partnering with County Commissioner Hatchett.

Motion to adjourn the April 3, 2014 meeting made by Trustee Jenkins, seconded by Trustee Duval. Roll Call; Trustee Allen, yes; Trustee LeDuff, yes; Trustee Jenkins, yes.; Trustee Richardson, yes.

Meeting adjourned.

Motion to adjourn by trustee Allen, seconded by Trustee Duval. Roll Call; Trustee Allen, yes; Trustee Duval, yes; Trustee LeDuff, yes; Trustee Richardson, yes; Trustee Waterman, absent.

Meeting adjourned.

Submitted,

June 24, 2014

Julienne Jenkins, Secretary
Pontiac Library Board of Trustees

