

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
November 19, 2014
6:46 P.M.

The meeting was called to order by Chairperson, Rosie Richardson. Roll Call: Allen, present; Duvall, present; Jenkins, present; LeDuff, absent; Richardson, present; Waterman, absent.

Motion to accept agenda for meeting; Motion: Trustee Duvall, seconded, Trustee Jenkins; Roll Call; Allen, yes; Duvall, yes; Jenkins, yes ; Richardson, yes. Motion carried.

PUBLIC COMMENT

Jeffrey Hawkins representing Chief's Construction mentioned his bid on the snow removal contract for the library. He shared a report for snow removal for the library. He wanted to make clear that his contract included walkways for pedestrian traffic on the sidewalks along Woodward, Watermill and Pike Street. Board members reviewed his report and chose to wait to ask questions on the report until they came to their discussion on Old Business.

APPROVAL OF MINUTES

A motion was made to defer approval of September minutes because there were no copies of the September minutes present; Motion: Trustee Duvall, seconded, Trustee Jenkins; Roll call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes. Motion carried.

A motion was made to accept the minutes for October; Motion: Trustee Duvall, seconded, Trustee Jenkins; Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes. Motion carried.

CHAIRPERSON REPORT

Chairperson Richardson mentioned reviewing the budget, being pleased that the board members were able to attend a dinner honoring Mrs. McKinney-Hatchett and her scholarship, being pleased with the success of the parking lot under the leadership of Mr. Hawkins, looking forward to participation in the Holiday Extravaganza on December 6th, and excitement about the 90th anniversary.

Trustee Duvall was curious if Mr. Hawkins would be manning the parking lot for any further needs of the library going forward. Mr. Hawkins responded that he wouldn't mind being a part of a core group under Friends of the Library who man the parking lot, going forward.

Trustee Duvall made a report for the 90th anniversary as the person elected chair for the committee in charge of the 90th anniversary. The itinerary for the Holiday Extravaganza was discussed. Further meetings for the 90th anniversary committee are scheduled on Tuesday November 25th and Tuesday December 2nd.

Trustee Jenkins discussed a community group that she is chair of and her future goals for getting it involved with the library.

A motion was made to accept the chair report; Motion: Trustee Duvall, seconded, Trustee Jenkins. Roll Call; Allen, yes; Jenkins, yes; Duvall, yes; Richardson, yes. Motion carried.

FINANCIAL REPORT

Mr. Harden went over the financials for the period covering July 1, through October 31, 2014. The report covered actual revenues budget, and actual. Written document provided. The budget is calendared. The proposed budget amendments are referenced and documents are provided. The proposed amendments are then offered for consideration and approval of the board. Trustee Jenkins questioned if a branch location had been determined for one of the proposed budget amendments and Chairperson Richardson replied that it had not and that the current proposal was an estimate based on how much work would need to be done.

A motion was made to accept the financial report; Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes. Motion carried.

LIBRARY DIRECTOR'S REPORT

Devan Green, Library Director provided her written report. Discussion was given on library events, what was learned from conferences the Director attended and the change in vendors for the boiler system. There was a proposed addition for the behavior policy read to the board and a written report was provided. The board discussed this proposal and how the library should handle its application.

A motion was made for the new proposal to the behavior policy. Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes. Motion carried.

A further motion was made to accept the Director's report. Motion: Trustee Jenkins, seconded, Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes. Motion carried.

OLD BUSINESS

Discussion was held on the progress to the history room and the parking lot. The snow removal contract was discussed and the board was dissatisfied with the lack of attendance by Carrera Landscaping. The board discussed their options between the bids of Carrera Landscaping and Chief Construction. The board discussed the possibility of taking the second bid from Chief Construction since they had not heard from Mr. Carrera of Carrera Landscaping. Mr. Hawkins of Chief Construction was questioned by board members on how his company would perform the snow removal needs for the library. Mr. Harden gave his professional opinion on the snow removal contract.

A motion was made to accept Chief's contracting proposal for snow removal. Motion: Trustee Duvall, seconded, Trustee Allen. There was discussion on whether there should be an added expectation that Mr. Hawkins obtain a general liability certificate within seven business days. Roll Call; Allen, yes; Duvall, yes; Richardson, no; Jenkins, no. Motion does not carry.

A new motion was made to select Chief Construction for 2014-2015 snow removal contract pending insurance verification. Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, abstain; Duvall, yes; Richardson, no; Jenkins, no. Motion does not carry.

A third motion was made to select Chief Construction for 2014-2015 snow removal contact pending insurance verification seven business days from this board meeting, but he can provide the service until then. Motion: Trustee Jenkins, seconded Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; Richardson, yes; Jenkins, yes. Motion carries.

NEW BUSINESS

There was discussion to have a proctor room at the library and to provide a proctoring service to patrons.

A motion was made to provide the proctoring service in a designated proctoring room and have the staff provide times for when such a service could be provided. Motion: Trustee Allen, seconded, Trustee Jenkins. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes. Motion carried.

Motion to adjourn. Motion: Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes. Meeting adjourned.

Submitted,

January 28, 2014

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library