

PONTIAC PUBLIC LIBRARY BOARD MEETING  
November 22, 2016  
6:30 p.m.

The chairman called the meeting to order. Roll Call: Allen, yes, Duvall, absent; Jones, present; Jenkins, present, Richardson, present, Waterman, absent. A quorum was present.

A moment of silence was observed.

The chair called for an approval of the agenda. Motioned by Trustee Jones seconded by Trustee Jenkins. Roll call; Allen, yes; Jones, yes; Jenkins, yes; Richardson, yes; Motion carried.

#### PUBLIC COMMENT

David Graham, Investment Banker from Fifth Third Bank gave a presentation regarding the market as the results of Trump winning the presidential election. As the results, the market skyrocket but the bond part is not doing well. Since our bond investment was only \$500, we have not been adversely affected. Mr. Graham will be sending our October statement the following day.

The chair called for the motion approve the September board minutes. Motion made Trustee Jones, seconded by Trustee Allen. Roll call; Allen, yes; Jones, yes; Richardson, yes; Jenkins, yes with corrections. Motion carried.

#### FINANCIAL REPORT

Mr. Harden began his report with the Balance Sheet. Our current assets are \$1,425,172.18 which is comprised of our investment account balance of \$496,595.01 from our initial investment of \$500,000.00, payroll account balance of \$2,253.27, and the general account balance of \$926,323.90 . Our assets balance is \$1,606,953.43. Total Liabilities and Equity \$1,606,953.43. Investment income \$2,186.88, with Unrealized Invest Gains (loss) -\$4,371.18. Property tax revenue amount of \$510,015.67. Budgeted amount \$195,914.64. Amount over budget \$314,100.83. Total income \$671,438.67. The chair questioned the PNC Visa amount of \$-1,636.89. Mr. Harden stated that he would be in contact with PNC bank for clarification.

#### TREASURERS REPORT – NONE

#### DIRECTORS REPORT

The Directors shared information about the Holiday Extravaganza on December 3<sup>rd</sup>. The library will be a part of the parade. Prior to the parade, the Winter Fun Festival. From 8 a.m. until 5 p.m. the library will host pictures with Santa, a pizza party, cookie decorating. The trolley tour will take place. The director has the route at 1:00 and 2:00. The roof maintenance has been completed. The carpet cleaning and replacement are in process. The director is still waiting to hear from the board regarding the fire alarm system and security gate. The director suggested that someone from Guardian Alarm attend our meeting with a presentation.

The Director asked for library staff raises for the Youth Librarian, Youth Librarian Assistant, and Circulation Library Assistant of 3% 2% 5%. The director attended the Michigan Library Association Conference and stated that she attended several workshops and was able to meet other librarians. The Director then indicated that she had a webinar with a representative from Paycor and she recommends

that the library obtain the electronic time clock. There is a charge for each staff person, and it is a web based system. The staff has been introduced to the Paycor electronic system.

The Staff Development Day will be held on December 9<sup>th</sup>. A Professor and librarian from Wayne State University will be conducting the sessions on diversity.

The library needs 7 youth computers and there is a need for maintenance on the heating system. The Director indicated that she had emailed the calendar for library closures and board meeting dates.

The Chair asked the Director if she had the evaluations for the staff for which she is requesting raises. The Director stated that they were in their files. The Chair stated that she understand that the Director is making recommendations, but the board determines if the staff receives raises. The Director stated that this was not the protocol for administering raises. The chair stated that the Director had given raises before without coming to the board first. The Director stated that raises had been budgeted. The Chair Stated that regardless, it still had to come before the board to be approved. The Director stated that had not been the case in the past. The chair stated that it was not up for debate and that this issue would be tabled until we were able to get some clarification for the labor point of view.

#### SPECIAL PRESENTATION

Edmond Richardson gave a circulation presentation. September was library card sign up month and there were 280 people who signed up. Prizes were given to those who signed up and there was a game where upgraded prizes were presented. The circulation for September was 2,788 items. This was up by 225 from the previous month. 746 items were renewed. 477 items were added to the catalog.

#### CHAIRMAN REPORT

Safe Sleep Initiative from Detroit to reduce infant mortality. They would provide workshops for the parents and provide them with a portable crib. Pontiac was #1 in Oakland County in infant mortality. The chair will be meeting with Ms. Bass who will then meet with the Director to facilitate this initiative In Pontiac.

The chair stated that she had some concern regarding a reconciliation re-payment agreement that had been edited outside of the attorneys copy and she waiting to hear from the attorney.

The Annual Gala Committee was to be held on November 10<sup>th</sup>. A new meeting date will be determined.

The chair briefly discussed the Checks and Balances and how it affects the board if we don't have them in place. She listed five cited deterrents from the Department of Labor.

Finance Committee meeting discussed the Employee Policy and related motions. The chair entertain a motion to adopt, implement and distribute a copy of the August 22, 2016 draft of the handbook so that everybody will be signing the same form as it relates to the Right to Work Bill. The motion is to have all employees to sign the last page of the handbook that was adopted in September, 2013 In addition to that, the vacation days for entitlement to new hires, the amount of days after six months would be five (5) per year for full time employment, zero carry over from one anniversary to the next, zero payout for involuntary termination, zero payout for voluntary resignation, and fifty (50) percent payout for retirement. Part B seven (7) paid holidays for full time employees, zero paid holidays for part time employees, 12 sick days and two (2) sick days carry over. In no event should there be more than fourteen (14) sick day accrue or be available for use in any year, installation and use of an employment

time system, adoption and implementation of recommendation of the boards misconduct, discrimination and harassment policies, adoption, distribution and implementation of the employees of the limitation of claim agreement, current conflict of interests revised, effective immediately. Motion to adopt made by Trustee Jenkins and seconded by Trustee Jones. Roll call; Trustee Allen, yes; Trustee Jones, yes, Trustee Allen, Motion carried.

The Gleaners Food bank is requesting to have a food bank at the library. Establishing a passport office. For Black History Month planning with Devan, and the Women in History Month in March.

The Chair discussed the 2017 calendar but tabled it until the December meeting.

Meeting Adjourned.

Submitted,

Sunday, November 27, 2016

*Juliene Jenkins*

Juliene Jenkins, Secretary

Pontiac Public Library Board of Trustees