

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- October 25, 2017
5:30 P.M.

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

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

A motion was made to approve the agenda; Motion, Trustee Duvall, seconded, Trustee Jones. Roll Call; Duvall, yes; Richardson, yes; Jones, yes; Jenkins, yes; Allen, yes; Motion carried.

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

A motion was made to approve the August 2017 minutes; Motion, Trustee Jones, seconded Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; Richardson, yes; Jones, yes; Jenkins, yes; Motion carried.

FINANCIAL REPORTS

Mr. Harden, the library accountant reported on the profit and loss budget vs. actual for July-September 30, 2017. He then discussed the balance sheet as of September 30, 2017. The reports showed a favorable variance for the library's budget.

Trustee Waterman arrived during the discussion of the balance sheet.

Greg of Gregory Terrell and Company reported on the audit of the Pontiac Public Library for the fiscal year July 1, 2016-June 30, 2017. The report is due by December and the library finished it up before the end of October this year. He discussed the pages of the report and what content they cover for the library board. Greg presented a management letter to the board and did mention that the board had to be careful not to erode the fund balance; the library is in a favorable state financially, but if the fund balance keeps being used it will create problems in the future.

Trustee Waterman asked Mr. Terrell about how the board should handle procurement policies for vendors because of the confusion when the HVAC system was in disrepair and a company was hired to fix it. Mr. Terrell didn't have an answer and said he would have to look into the matter.

SPECIAL PRESENTATION

Lizut Mechanical, the heating and cooling company working on the library's HVAC system, made a report to the board. They mentioned that although the process has taken a while that they are working on

fixing the system and that they have had to make repairs in stages due to pieces needing to be ordered and pieces needing to be assembled in the building. They mentioned that there was concern because doors had been sanded and removed from hinges, but that Lizut had replaced them and they said that they were in as good a state as they were found in originally. The company also addressed the concern of the library about materials which were stolen because a door was left open during their work; they said that they would be happy to reimburse the library if they were given the cost of the missing items.

A letter was sent to the company by the library director about the doors and the missing items and the board said that they felt this wasn't handled properly. They had previously asked to see any letters which would be sent to organizations about missing materials, because they didn't want it to seem that the library was accusing another company of theft. Trustee Duvall apologized to Lizut for the way the situation was handled. Trustee Waterman asked about the warranty on the parts and Lizut responded that there would be a warranty for one year.

The board had questions about the contract with Lizut Mechanical. Trustee Duvall wanted clarification on if the library was behind on paying Lizut, which Chairperson Richardson responded was true. Lizut stated that the contract mentioned that the library would pay upon completion of each portion of work. Trustee Waterman requested to see the contract which the board signed. Trustee Jenkins asked when Lizut started the job and was answered that they started in April. Chairperson Richardson stated that the contract for Lizut wasn't started until June though and that parts weren't sent for until July. Lizut needs \$60,000 for the work completed, in order to move on to the next step.

Chairperson Richardson stated that she would call the bank that had financed the library for the payments in order to explore what the options were. Trustee Duvall asked to be included on the call to which Chairperson Richardson agreed. Trustee Duvall asked Lizut what the time table was for when the payment was needed and Lizut responded that a couple of days would be okay, but that they needed the payment soon.

TREASURER'S REPORT

The Treasurer reported on the amount in the library's account as of the date of the board meeting.

DIRECTOR'S REPORT

The Director's report was skipped since the director wasn't present for the meeting.

CHAIRPERSON'S REPORT

Maddie Hatchett commented during the Chairperson's report about her collection of Barbie dolls that she wanted to donate to the library. She mentioned that the library had said that they might not be able to accommodate the materials, but that she wanted to ask the board to know their decision on the matter. Chairperson Richardson suggested that the library could take the materials and that they could move the cabinets back to the Michigan Room and get tempered glass for the displays. Trustee Jenkins responded that she would love to see the dolls here, but that getting tempered glass was expensive. The board expressed interest to go forward in the process of accepting the donation.

On December 16th there will be a Barnes and Noble Book Fair that raises money for the library which is being run by the Friends of the Pontiac Public Library.

ACTION ITEMS

Trustee Waterman presented a letter to the board to address staff complaints. Trustee Jenkins felt that the matter had gone on for a while and that the board should make a decision on the letter.

A motion was made to accept the letter; Motion Trustee Duvall, seconded, Trustee Waterman. Discussion; Trustee Jenkins addressed the third paragraph and said that it was important Chairperson Richardson agree to what was stated in the paragraph. Chairperson Richardson said that she isn't in agreement with the letter and doesn't like the way it is written. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Allen, no, Waterman, yes; Richardson, no; Motion carried.

A motion was made to table the \$60,000 payment to Lizut Mechanical; Motion Trustee Duvall, seconded Trustee Jones. Roll Call; Duvall, yes; Allen, no; Jenkins, yes; Jones, yes; Richardson, yes; Waterman, yes; Motion carried.

A motion was made to rescind the letter which was sent to Lizut Mechanical about the missing items; Motion Trustee Duvall, Discussion; Trustee Jenkins felt that it was unlikely that the library director wrote an accusatory letter and felt that the board micromanages too many of the day to day operations which the director should be running. Trustee Jenkins said that the director is an educated woman who has been impeded in her duties by the board. The motion was not seconded or voted on. Motion died.

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

BOARD COMMENTS

Trustee Jenkins felt that it wasn't proper when Chairperson Richardson used the library logo on campaign materials. Trustee Jenkins addressed the newsletter and the Chairperson's grievance over her letter not being included; she stated that the director does get to decide what goes into the newsletter. She also expressed concern over how many ticketed events that the board has been spending money on which could go to other places. She also stated that the library staff's morale is in the toilet because they don't feel they are treated fairly by the board and she thought that some do have complaints who don't address them.

Trustee Waterman hoped that the letter that the board approved tonight would help the board and library in the future.

Chairperson Richardson felt it was interesting that others running for the library board had used the library logo.

The meeting was adjourned.

Submitted,

November 15, 2017

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library

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