

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- October 28, 2015
6:30 P.M.

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

APPROVAL OF AGENDA

The board reviewed the meeting agenda. Trustee Waterman suggested two additions to the agenda. The first suggestion was to carry over talks on the deficit elimination plan to be included with the financial reports section and the second was to discuss the audit and bylaws committees under the old business section. Chairperson Richardson stated that both items would be discussed under old business since they carried over from the last meeting.

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

Trustee Jenkins teleconferenced into the meeting.

PUBLIC COMMENT

A suggestion was made that the library should partner with Pontiac businesses to get benefits from the businesses, like donations of goods.

Desiree Hayes from Fifth Third Bank mentioned the bank's presence in the community and wanted to let the board know that they were here for support; Loretta Humphry-Cruise from Fifth Third Bank discussed community programs the bank is involved in as well; David Graham, an investment executive from Fifth Third Bank passed out information on services to the community and wanted to know what the bank could do for the library.

APPROVAL OF MINUTES

The board reviewed the meeting minutes for the September 23 board meeting.

Trustee Waterman offered some corrections to the minutes. On page one she asked that the wording of was curious be changed to a statement of fact to say Trustee Waterman offered a correction to the June 30 minutes and stated that there should be a draft until they were approved by the board and then they became official minutes. Also, on page one Trustee Waterman argued should be changed to Trustee Waterman states or discussed. The next correction is to the second page where it was noted that a motion was made to approve the secretary's August 26 meeting minutes with the three noted corrections; the three corrections should be inserted into the minutes in order for them to be approved.

Trustee LeDuff offered a correction as well. She asked that the word policy be added at the end of the sentence describing the third action item.

A motion was made to approve the minutes with the specified corrections; Motion, Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; LeDuff, yes; Jenkins, yes; Richardson, yes; Waterman, yes; Motion carried.

FINANCIAL REPORT

Mr. Harden reviewed the budget vs. actual report for July-September 30, 2015. \$165,993.56 is the budgeted revenue for July-September and the actual revenue is \$566,853.19 so there is a favorable variance of \$400,859.63.

The budget for this period in penal fines is \$30,000 which has not been received; it is normally received at the close of the fiscal year, so there is an unfavorable variance of \$30,000 dollars.

The other revenues total budget for the period is \$21,250.12 and we received \$7,044.50 which gives an unfavorable variance of \$14,205. Mr. Harden said that the primary reason for that was that the miscellaneous revenue that was budgeted for \$12,500 and the state aid that was budgeted for \$8,750 are variances which should be resolved by the end of the fiscal year.

In terms of expenses the total professional services were budgeted for \$45,131.52 and the actual expenses were \$43,170.14 which gives a favorable variance of \$1,961.38.

In total operations the budgeted amount was for \$211,020.56 and the actual expense was \$182,062.93 which gives a favorable variance of \$28,957.73.

Under the collection for books the expense budget is \$18,750 and the actual expense was \$14,075.17 which gives a favorable variance of \$4,674.83.

Under capital improvements the total budgeted amount was \$37,500 and the actual expense was \$1,380 which gives a favorable variance of \$36,120.

Under other operating expenses, administrative allocations there was a budgeted amount of \$3,250.03 and an actual expense of \$2,817.50 which gives a favorable variance of \$432.53.

The total operating net income has a favorable variance of \$428,800, mainly a result of being under budget in expenses and over budget in revenues to date.

Discussion; Trustee Waterman asked for information the accountant was supposed to provide regarding cash projections to see if the amount in the restricted fund was still protected since the library had a \$431,000 deficit at the end of the last budget year. Mr. Harden responded that if the board continued to spend under budget as they had been then they would not use any of the restricted funds. Trustee Waterman asked if based on the way the library was budgeted to spend cash whether at the end of the year the library would be eating into the one million dollar restricted fund. She did calculations based on the balance sheet and determined that if the board spent according to the budget the library will eat into roughly 220,000 dollars of the restricted fund, therefore the library board needs to adjust the spending so that the rainy day fund will not be depleted in the future. Trustee Jenkins asked whether a meeting would be established to discuss the budget as was brought up during the treat. Chairperson Richardson responded that there would be a special meeting open to the public to discuss these matters.

TREASURER'S REPORT

Trustee Duvall presented her Treasurer's Report to the other board members. The beginning balance as of September 1, 2015 was \$1,769,371.07 and the ending balance as of September 30, 2015 was \$1,686,130.01. The balance to date as of October 26, 2015 was \$1,629,807.28. Total deposits were made in the amount of \$20,793.59, with notable deposits: on the 15th a property tax millage of \$13,922.23 and on the 28th another property tax millage of \$4,888.50. There were notable donations for the month towards painting and carpeting installation to the auditorium as well as the director's office, 45 plants which were planted outside the library, and a furniture donation from Michael Stevens of Ottawa Towers.

Discussion; Trustee LeDuff and Trustee Jenkins asked that in the future the donations given to the library were calculated into a measureable dollar amount, such that the board was aware how much the service or materials would have costed the library if they had not been donated.

CHAIRPERSON'S REPORT

Chairperson Richardson discussed: the retreat and communication between board members; the Golden Opportunity Club's certificate of appreciation to the library; the bylaw committee being chaired by Trustee Duvall; the operations committee that is chaired by Trustee Allen, and co-chaired by Trustee LeDuff; the facilities committee will be chaired by Chairperson Richardson; the anniversary committee will be comprised of Trustee Jenkins, Trustee Duvall, and Chairperson Richardson; the resolution with Legacy Credit Union is still being processed by City Council; everyone should be aware that getting a chair for the millage committee is still in-process, but Trustee Duvall will act as the treasurer for the committee.

DIRECTOR'S REPORT

Director Green discussed: circulation statistics, noting the new items added and the new cards added to the system; the popular Minecraft club; the success of the children's story time; the Mexican Independence Day Celebration; the new Friends of the Library group which currently contains 7 members and is working towards establishing officers; new emergency exit locks in the building; shifting of the collection in the reference and fiction departments; ESL tutoring and a Spanish language story time; the MLA conference that she will be attending and sharing content for using social media; sign-up sheets for the board to volunteer for upcoming programs.

Discussion; Chairperson Richardson asked when the emergency system had been last updated and the director wasn't certain, but a tag on the fire extinguishers was dated to the 80's. Trustee Waterman asked if the director could bring studies from the MLA to the board's attention on improvements that need to be made to the building.

ACTION ITEMS

The first action item was to discuss investing a portion of the restricted funds.

A motion was made to table this discussion until the next regular meeting, when further specifics with the budget would be determined; Motion, Trustee Waterman, seconded, Trustee Duvall. Roll Call; Allen, no; Duvall, yes; LeDuff, yes; Jenkins, yes; Richardson, yes; Waterman, yes; Motion carried.

OLD BUSINESS

Chairperson Richardson brought a document to the board's attention of meeting room policies used by other libraries in Oakland County regarding their meeting rooms. She asked if the board members could review it so that they could come back at a later date and vote if they wanted to utilize these policies to amend their own meeting room policy.

A motion was made to table the library facilities policy; Motion Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; LeDuff, yes; Jenkins, yes; Richardson, yes; Waterman, yes; Motion carried.

The board discussed the 91st anniversary of the library. Trustee Jenkins said that the library had a successful 90th anniversary last year, but questioned the need to have a 91st anniversary- she said it would be fiscally irresponsible; Chairperson Richardson responded that the committee had discussed making this an annual event for patrons to celebrate the library and noted that the library made money off of the donations from the 90th anniversary that were greater than the expenditures for the event. Trustee Waterman said that asking patrons to spend on another anniversary event and to have it be luxurious like the last one would set a poor tone while asking for the millage to be passed. Trustee LeDuff questioned why the 91st anniversary had been mentioned as though the board already voted to okay it when they have not.

A motion was made for the board to vote on having a 91st anniversary; Motion Trustee Waterman, there was no second, the motion died.

NEW BUSINESS

No new business was discussed.

BOARD COMMENTS

Trustee Allen said that there should be a time limit to how long the board has to question and answer during the board meetings; Trustee Waterman said that she liked the new agenda and hoped that it continues to be listed in the same manner in the future; Trustee LeDuff stated that in the future she wanted to see who was on committees and to see a budget they planned to spend, she specifically wanted clarification on what was spent during the retreat; Trustee Jenkins agreed that she wanted to see specifics on expenses for the retreat and needed copies of the forms for financial questions sent to her.

A motion was made to adjourn the meeting; Motion; Trustee Duvall, seconded, Trustee Allen. Roll Call; Allen, yes; Duvall, yes; LeDuff, yes; Jenkins, yes; Richardson, yes; Waterman, yes; Motion carried. The meeting is adjourned.

Submitted,

November 4, 2015

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library