

PONTIAC PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

September 24, 2014
6:30 p.m.

The meeting was called to order by Chair, Rosie Richardson, and a Roll Call was asked. Trustee Allen, present; Trustee Duvall, present; Trustee Jenkins, present; Trustee LeDuff, present; Trustee Richardson, present; Trustee Waterman, absent. A quorum was present. A motion to approve the agenda was made by Trustee Allen and seconded by Trustee Duvall. Roll Call; Allen, yes, Duvall, yes, LeDuff, yes, Richardson, yes. Motion passed.

PUBLIC COMMENT

Pontiac City Council President Patrice Waterman was present and stated that she was happy to be able to attend our board meeting.

Trustee Waterman enters meeting.

Jeffrey Hawkins on behalf of Unique Catering, shared information regarding the success of the Pancake Pavilion. Mr. Hawkins stated that he had been in contact with the owner of the Erebus Haunted House, who had shared interest in developing a partnership to include the parking lot during the season that the Haunter House is open. A request to extend the Unique Catering contract to November 15th in order to service the patrons of the Haunted House. Charging for the use of the Library Parking Lot is acceptable. Mr. Hawkins stated that he was looking into liability insurance. Library Director, Devan Green shared information regarding the Library's liability regarding insurance.

Greg Anderson, president of "Raise Them Up" introduced himself and provided an email address for contact.

Chairman Rosie Richardson asked for a motion to go into Closed Session regarding attorney/client privilege. The motion was made by Trustee Allen and seconded by Trustee Duvall. Chair Richardson explained the procedure for going into a Closed Session and Trustee Waterman further explained the legalities of Closed Session. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, no; Richardson, yes; Waterman, no. Motion carried.

CLOSED SESSION

Motion to reconvene meeting made by Trustee Allen, seconded by Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carried.

The Chairman asked that the members look at minutes of Budget Public Hearing for approval. There was a motion to change the title of the June 19, 2014 minutes by Trustee Allen and seconded by Trustee Duvall. Roll Call: Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes; Motion carried.

The chairman deferred to Mr. Darden the accountant to present his report. Mr. Darden presented his monthly financial budget profit/loss report for July, 2014 through August, 2014. Currently, the Pontiac Public Library is operating at budget in some cases and below budget in other areas. We are expecting to receive the state aid by the end of the year. Our expenses are inline with the budget. The accountant also suggested that we go to departmental/organizational budgets such as programs, administration; facilities management as opposed to line-item budget, and this could be accomplish this during the next fiscal year.

Motion was made to accept the accountants report by Trustee Waterman, seconded by Trustee Duvall. Roll Call; Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carried.

CHAIRMAN'S REPORT

The Chairman asked that we review the minutes from the August 15th, 27th meetings. The Chair recognized Trustee Waterman who indicated that the current by-laws do not address phone conferences/meetings. The chair recognized Trustee Allen, who stated that it was not addressed in the by-laws. The chair recognized Trustee Duvall who stated that the state regulations indicate that it is not inappropriate. The state of Michigan by-laws does address phone conference/meetings, and having a quorum. Discussion was held extensively regarding conference call meetings. The chair referenced state take-over issues if the budget was not approved and submitted on time.

Trustee Waterman addressed the possible resolution regarding how we handle the funds from the Pancake Pavilion income. It was decided that all monies received from the Pancake Pavilion be placed into our account by the library director.

Motion was made to accept the minutes from the August 15th and August 27th by Trustee Duvall and seconded by Trustee Allen. Roll Call; Allen, yes;

Duvall, yes; Jenkins, yes; LeDuff, no; Richardson, yes; Waterman, no.
Motion carried.

Discussion was held regarding the RFP's for the Snow Removal contract. Out of the two that were submitted, one was received unsealed as required in the RFP. The second bid that was received from Curreau sealed was for \$12,750.00. Because there were service issues with the Curreau bid that could cost additional charges and because of the two inch limit, it was suggested that the board allow Curreau to resubmit their bid. Motion was made to extend the deadline for the Snow Removal Contract for an additional ten days by Trustee Allen, seconded by Trustee Duvall. Roll Call; Allen, yes, Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion.

Discussion regarding the change in meeting dates due to conflict of holiday. Motion was made to accept the change in meeting dates by Trustee Jenkins and seconded by Trustee Duvall. Roll call; Allen, yes; Duvall, yes; Jenkins, yes; LeDuff, yes; Richardson, yes; Waterman, yes. Motion carried.

The chair discussed the contract extension of Terrell and Associates. Based on their performance to date, motion was made by Trustee Jenkins, seconded by Trustee Allen to approve Terrell and Associates to complete our 2013-2014 audits. Roll Call, Allen, yes; Duvall, yes; Jenkins, yes; Richardson, yes; Waterman yes. Motion carried.

The chair reviewed the order of the agenda per the by-laws and Roberts Rules of Order. The chair also addressed the 90th year celebration of the library.

Motion to adjourn made by Trustee Duvall and seconded by Allen.

Submitted,

Wednesday, October 22, 2014

Juliene Jenkins, Secretary
Pontiac Public Library Board