

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- September 23, 2015
6:30 P.M.

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

APPROVAL OF AGENDA

The board reviewed the meeting agenda. Trustee Waterman suggested two additions to the agenda. The first suggestion was to add a deficit elimination plan to the financial reports section and the second was to add audit and bylaws committees to the old business section. Chairperson Richardson stated that the addition to old business wasn't needed, because anything that had been previously discussed could be brought up under old business.

A motion was made to approve the agenda with Trustee Waterman's first addition regarding the deficit elimination plan; Motion, Trustee Allen, seconded, Trustee Waterman. Questions; Trustee Waterman and Trustee LeDuff questioned why they couldn't call Trustee Jenkins to attend the meeting via conference call. Chairperson Richardson stated that there had previously been a resolution passed which called for board members to give advance notice to attend via conference call. Roll Call; Richardson, yes; Allen, yes; Waterman, yes; LeDuff, no; Motion carried.

PUBLIC COMMENT

Jim Terebus of Erebus Haunted Attraction spoke to the board about possibly presenting tickets to patrons for the attraction through some kind of program that was sponsored by Erebus.

Ruth Ann Jordan complimented the library for doing wonderful things, but presented concerns regarding the board's use of the attorney to address non-legal issues. She was concerned with the amount of money being spent on the attorney.

APPROVAL OF MINUTES

The board reviewed the meeting minutes for the June 30 special budget meeting, and the August 26 board meeting. Trustee Waterman wanted to make a correction to the June 30 minutes and asked why there were two sets of minutes for each meeting. Chairperson Richardson clarified that there is a time frame that the minutes are supposed to be made available to the public and that a draft of the minutes was prepared by the administrative assistant for the public to view on the library website. The point of providing two sets was to show that the secretary submitted the minutes as well, but not in a timely manner.

Trustee Waterman wanted clarification on which minutes they were approving and felt that the board should be approving the minutes written by the secretary. A couple of corrections to misspelling or misquotes were made by Trustee Waterman and Trustee LeDuff for the secretary to correct the June 30 minutes. Trustee LeDuff questioned whether Trustee Jenkins knew there was a deadline she had to submit the minutes in and didn't believe she was aware. Trustee Waterman made an additional correction that the budget itself needed to be attached to these minutes. In addition, Trustee Waterman

stated that unapproved minutes shouldn't be placed online and that if such a policy existed stating that the minutes needed to be placed online by a certain time that she would like to see it.

A motion was made to approve the secretary's June 30 budget minutes with the corrections specified; Motion, Trustee Waterman, seconded, Trustee Allen; Discussion; Trustee LeDuff wanted to make a correction to leave out the amount listed on the budget because she felt it wasn't specified in the motion. Roll Call; Richardson, yes; Allen, yes; Waterman, yes; LeDuff, no; Motion carried.

Trustee Waterman offered corrections for the secretary's August 26 meeting minutes.

A motion was made to approve the secretary's August 26 meeting minutes with the three noted corrections; Motion, Trustee Allen, seconded, Trustee Waterman; Discussion; Trustee LeDuff reiterated that she felt the secretary should have been present to discuss her minutes. Chairperson Richardson noted a correction to the minutes regarding the misspelling of the accountant's name. Roll Call; Richardson, yes; Allen, yes; Waterman, yes; LeDuff, no; Motion carried.

FINANCIAL REPORT

Mr. Harden reviewed the budget vs. actual report for July-August, 2015. There was an influx of property taxes and the goal is \$548,042. The budget is \$110,662 so there's an over budget in the tax revenue of \$437,380. As the year progresses the over budget won't be so favorable because most income from taxes comes at the beginning of the year.

Under total revenue section two new categories were added of fines and miscellaneous revenue. The total revenue is \$552,813.43 against the budgeted revenue of \$144,829.20. There is a favorable variance in revenue of \$407,984.23.

In terms of expenses the total actual is \$28,797.14 and there was a budget of \$30,087.80 so the library is under budget for a favorable variance of \$1,290.60.

In total operations the library is also under budget, the total actual is \$124,119.75 and there was a budget of \$140,737.40 so the library has a favorable variance of \$16,617.65.

Looking at the net revenue in excess of expenses the library is over budget for a favorable variance of \$454,107.73 due to the significant amount of revenue seen for the property taxes early in the year. That favorable variance will decrease as the library expends its budget throughout the year.

Mr. Harden then reviewed the balance sheet. He stated that the cash balance is \$1,700,879.21 and the current assets total \$181,732 which gives a total value of \$1,882,611. The total current liabilities are \$5,900. There is a fund balance of \$1,876,710.85 which is made up of restricted and unrestricted assets.

Trustee LeDuff was curious how cash donations were listed in the report and Mr. Harden responded that they would be a miscellaneous revenue item. Trustee Waterman was concerned that even though the budget is in good standing that with the projected expenditures for the year that the library will have spent some of its restricted fund. She asked if the accountant could do a calculation by the time of the next meeting. Chairperson Richardson brought up the addition to the agenda regarding the deficit elimination plan to the accountant, and asked if it were possible to address this at a later date.

CHAIRPERSON'S REPORT

The chairperson addressed concerns over the support of PNC Bank who was supposed to help with investment of funds. They didn't respond to a request sent two weeks prior, so this led to concerns over the restricted fund and the investment.

An outline for the tentative workshop of the retreat was handed out to the trustees; the affinity credit union account was discussed and the progress on its split from the city; the fall parking lot and funds for the pavilion were mentioned for Erebus; a detailed sheet was passed out with current vendors and their contracts for the year; the upcoming Pretty Princess Tea Party on October 3rd was discussed; the little free libraries were discussed along with preparations for more to be donated to the library.

The board members received a copy of the Treasurer's Report and were asked to review it at their leisure since the board treasurer was absent from the meeting.

ACTION ITEMS

The possibility of changing the time for the board meeting was discussed, but it seemed that changing the time didn't work for most board members.

A motion was made to keep the time of the board meeting at 6:30pm; Motion, Trustee Waterman, seconded, Trustee LeDuff. Roll Call; Richardson, yes; Allen, no; Waterman, yes; LeDuff, yes; Motion carried.

The capital improvement restricted fund investment was the second action item. The board wants to invest a partial amount of the fund, possibly half. Trustee Waterman wasn't sure if it was a good idea to move around the restricted fund until the library board was sure how much of it was needed and that action on the investment should be postponed.

A motion was made to table the capital improvement restricted fund investment; Motion, Trustee Waterman, seconded, Trustee LeDuff. Roll Call; Richardson, yes; Allen, yes; Waterman, yes; LeDuff, yes; Motion carried.

The third action item was to discuss possible changes to the meeting room policy. The current policy doesn't allow for parties to occur at the library and there has been some interest from the patrons in having parties. Also, no group is currently allowed to sell tickets to an event in a meeting room; everything must be free and open to the public, but one nonprofit group wanted to hold a ticketed fundraiser. Lastly there is no alcohol allowed in meeting rooms according to the policy, and there was interest in changing that. Trustee Waterman made a suggestion that a different policy could be drafted for the Pancake Pavilion than the meeting rooms to fulfill some of these needs.

A motion was made to table the third action item until a new policy is drafted; Motion, Trustee Waterman, seconded, Trustee Allen. Roll Call; Richardson, yes; Allen, yes; Waterman, yes; LeDuff, yes; Motion carried.

The fourth action item regarded passing a surveillance policy for the library's cameras.

A motion was made to pass the surveillance policy; Motion, Trustee LeDuff, seconded, Trustee Waterman. Roll Call; Richardson, yes; Allen, yes; Waterman, yes; LeDuff, yes; Motion carried.

A motion was made to table every other item on the agenda until the next meeting; Motion, Trustee LeDuff, seconded, Trustee Waterman. Roll Call; Richardson, yes; Allen, yes; Waterman, yes; LeDuff, yes; Motion carried.

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

Submitted,

October 1, 2015

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library

Approved October 28, 2015