

Pontiac Public Library Board Meeting

September 26th, 2018

I. Roll Call

Chair Hatchett Present, Vice Chair Earl Present, Treasurer Maxey Present, Secretary Rutherford Present, Trustee DuVall Present, Trustee Richardson Present. There was a quorum.

II. Approval of Agenda

Secretary Rutherford asked for the topic of reimbursement of funds of \$192 and the manner in which it was handled added to old business. Treasurer Maxey asked for a special meeting regarding Board Member conduct both inside and outside of meetings to be added under new business. Motion made to approve Agenda as modified by Vice-Chair Earl, seconded by Treasurer Maxey. Motion Passes

III. Moment of Silence

IV. Public Comments – none

V. Staff presentation by Edmond Richardson.

Edmond has been digitizing the local History Archive collection due to the age of the items and likelihood of being damaged with repeated handling. He showed a book from the late 1800s to the Board during his presentation. The collection includes newspapers, directories, pictures, clippings. He mentioned that library also has VHS footage of local history but does not currently have the equipment to transfer the materials that are on VHS to a digital format.

VI. Award Presentation to Edmond Richardson

The Library Director and Board of Trustees presented Edmond with a work anniversary resolution in celebration of 22 years of service with the Pontiac Public Library.

VII. Approval of Minutes from previous Meeting

Motion Made to approve minutes by Treasurer Maxey, Seconded by Trustee DuVall. Roll Call - Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Secretary Rutherford Yes, Trustee DuVall Yes, Trustee Richardson Yes. Motion Passes.

VIII. Conference with Lawyer involving investigation

The lawyer was invited to the meeting to discuss the investigation of a certain document distributed in Nov. 2017. There was no legal document/opinion to discuss in closed session. There was discussion amongst the board members

regarding the proper protocol moving forward. It was decided, any questions that the Trustees would like answered by the Lawyer should be sent to Director Green who will email them to the Lawyer and his opinion will be presented to the Board in October during a closed session.

Motion made by Secretary Rutherford to postpone conference with Lawyer and seconded by Treasurer Maxey.

Roll call - Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Secretary Rutherford Yes, Trustee DuVall Abstain, Trustee Richardson Yes. Motion passes.

IX. Financial Report -

Actual total recorded income for current fiscal year to date - \$326,682.63. The budget for the current period \$272,530 which leaves us with a favorable variance of \$54,152.53. A favorable variance is expected through the rest of the fiscal year. Our total expenses for the current fiscal year are \$194,294.98 vs budgeted expenses of \$226,928.12 giving us a favorable under-budget variance of \$32,633.14. Our net income is 132,387.65 and we had a budgeted income of \$45,601.98.

Checking investment account - \$520,026.30 General Checking account - \$640,566.90

Total Current assets - \$1,161,457.39 Fixed assets - \$505,357.64

Total Assets - \$1,666,815.03

Motion made to accept Financial Report by Treasurer Bill Maxey, Seconded by Trustee DuVall.

Roll Call - Chair Hatchett Present, Vice Chair Earl Present, Treasurer Maxey Present, Secretary Rutherford Present, Trustee DuVall Present, Trustee Richardson Present.

X. Chair Report -

An effort had been made by both Director Green and Chair Hatchett to get the contractor that worked on the pancake pavilion to return in order to fix that gap left in the fencing. People have been using the opening during and after hours to charge their phones and other devices by reaching through the fence and plugging them in to the Library's outlets. The contractor is no longer doing contracting and Chair Hatchett will be seeking a solution with people that she knows.

XI. Old Business -

A. Pavilion name change

The Board discussed creating a plaque for the tables with the names of the former people that the pavilion was named after so as not to offend and families by removing their names. Chair Hatchett said she would need to contact Hubert Price's widow about adding his name to the list of people we were honoring in memory of. Trustee Richardson suggested instead of

something for the table we create a sign that future names can be added to. Director Green will get quotes on having a new sign made that has the library logo and the names that the pavilion is honoring.

B. Dream Cruise Final Report

The Rib Spot turned in their profit share equaling \$160.00.
Harold's Italian Ice turned in their profit share equaling \$40.00
Chair Hatchett requested a copy of the final donation / profit share to be prepared for the next board meeting by Director Green.

C. Bylaw Review

Chair Hatchett called for the Bylaw committee to select a meeting date by the end of tonight.

D. Reimbursement of Funds – Manner in which it was handled.

The current policy is to advance monies for Federal the per diem rate for meals and incidentals of board members for conferences. Chair Hatchett asked the board members if how she went about contacting Secretary Rutherford about reimbursement for the advancement for a conference which she was unable to attend was considered proper according to the bylaws. The other members of the board deemed that her actions were not out of line.

XII. Director's Report –

There was an accidental flooding overnight causing a flooding in the staff lounge, instructional computer lab and hallway. The Library has almost finished repairs and we are waiting for the special order carpeting to be delivered. A claim has been filed with the insurance company and adjuster is handling it with the library's maintenance vendor and their insurance company.

The Library has begun working on the audit for the last fiscal year and should have a report ready to present to the Board by the November meeting.

The Fire alarm is almost complete; they tested it and now mostly just need to remove the old equipment and have the inspectors give the final inspection.

The RFID book security system mobile device is in so now the library is soon to begin the conversion of the collection and the gate installation will be scheduled thereafter.

The Library is participating Hauntiac which is a collaboration effort with other organizations in the community and has a website that has a community calendar advertising the different events around town during the month of October. This includes the Library's annual trick or treating at the Library, costume party and our Haunted House.

This year the Library is putting on a Royal Tea Party combining the Princess Tea Party and the Royal Knights Story time event in partnership with Your Emerging Space at 7 N Saginaw. Director Green is planning on roughly 100 people for the event which should include a use of the Hidden River Park, 2 level venue and possibly a bounce house since we have the space for it dependent on the weather. The Royal Tea party has crafts, story time, refreshments and youth dress up as a princess or knight or whatever character they choose.

Director Green passed out and explained the Barnes and Noble Holiday Book Fair that we are taking part of again this year. Last year the Library received just under \$1,000.00 dollars from the fundraiser. The fundraiser is set for December 15th -19th.

Motion to accept Director's Report by Treasurer Maxey, seconded by Vice-Chair Earl.

Roll Call - Chair Hatchett yes, Vice Chair Earl yes, Treasurer Maxey yes, Secretary Rutherford yes, Trustee Richardson yes.

XIII. New Business

A. Landscaping

Vice-Chair Earl is looking to create a proposal to combine a landscaper and a snow removal which needs an RFP to accept bids. He feels it would be more cost effective instead of paying two different companies if we could just get a bundle price.

B. Roofing

The Library has damaged ceiling tiles and leaks in the back of the building that appeared during the recent rain. Director Green proposed that the library issue RFP so she can have choices on fixing the roofing issues as soon as possible.

Motion was made by Secretary Rutherford to give Director Green the authority to find someone and have the library roof fixed before more damage is done. Seconded by Vice-Chair Earl.

Roll Call - Chair Hatchett yes, Vice Chair Earl yes, Treasurer Maxey yes, Secretary Rutherford yes, Trustee Richardson yes.

XIV. Action Item

A. Committee for dealing with professional development.

Chair Hatchett passed out the results of the meeting, asking the board for any changes that they felt needed to be made. Director Green clarified policy

in regards to reimbursing mileage as opposed to paying them for hours traveled.

The Board decided to remove the point of staff being paid extra hours for going over their scheduled to attend a workshop, keeping the reimbursement for mileage.

Vice-Chair Earl made a motion to adopt the resolution of the Committee as read by Chair Hatchett, seconded by Treasurer Maxey

Roll Call - Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Secretary

Rutherford Yes, Trustee Richardson Yes.

B. Golden Opportunity Club

A request was made by them that the Library places an ad in the Souvenir Book for their Annual Harvest Banquet.

Roll Call - Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Secretary

Rutherford Yes, Trustee Richardson Yes.

Motion was made to place a full page ad by Trustee Richardson, seconded by Secretary Rutherford.

C. NAACP

Motion made by Vice-Chair Earl to place a full page ad, seconded by Secretary Rutherford.

Roll Call - Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Secretary

Rutherford Yes, Trustee Richardson Yes.

XV. Board Comments –

Treasurer Maxey applauded the ex-offender program and mentioned creating a Black Hall of Fame.

Vice-Chair Earl asked for a vote on carpets, bookshelves and outside sprinklers be added to next month's meeting. He announced that on Oct. 26, at Hatchett park there will be a block party for the kids with local business passing out candy, face painting, etc. October 6 will be a park clean-up at Mattie Hatchett Park

Motion made to adjourn meeting Roll Call - Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Secretary

Rutherford Yes, Trustee Richardson Yes.

Roll Call - Chair Hatchett Present, Vice Chair Earl Present, Treasurer Maxey Present, Secretary Rutherford Present, Trustee Richardson Present.