

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- September 28, 2016
6:30 P.M.

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

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

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

Discussion: Trustee Duvall suggested that the financial report should be moved in the agenda to allow the accountant to present it before the board left for a closed session.

A motion was made to rescind the previous agenda approval; Motion, Trustee Jenkins, seconded, Trustee Duvall. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes; Waterman, yes; Motion carried.

A motion was made to amend the agenda to allow the financial report to come before the special presentation; Motion Trustee Duvall, seconded Trustee Jones. Roll Call; Duvall, yes; Jones, yes; Jenkins, yes; Waterman, yes; Richardson, yes; Motion carried.

PUBLIC COMMENTS

Melony from Paycor made a presentation to the board about automating time clocks for employees. She showed some electronic systems that could be put in place for the library.

FINANCIAL REPORT

Mr. Harden began the report by looking at the profit and loss in the budget vs. actual. Mr. Harden added a column for the percentage over budget. This report has the information for July through the end of August.

The property tax revenue is \$480,724.54 for the current period. The budget for the monthly amount is \$97,957.32 so there is an over budget amount of \$382,767.22. The over budget will decrease as we progress through the year because most of the property taxes come at the beginning of the year.

Penal fine revenues for the period total \$125,881.67 and other revenues from library services total \$26,132.69 which gives a total revenue of \$632,730.90. We do currently have a favorable variance of \$472,454.78.

In terms of expenses we're at \$25,220.41 with a budgeted amount of \$19,166.80 which gives an over budget amount of \$6,053.51.

Operations total expenses of \$137,839.30 with a budgeted amount of \$125,326, which gives an over budget amount of \$6,053.61.

The total fixed assets are 1,741,723.50 and the total liabilities and equities are \$1,744,979.85.

LIBRARY STAFF PRESENTATION

Jesse Cleary, the Teen Librarian highlighted some of the teen events that had been occurring since he became the full-time teen librarian.

A motion was made to move into a closed session to review documents from the employee handbook, board policy, the claim limitation agreement and to review the conflict of interest policy and ethics codes; Motion Trustee Jones, seconded, Trustee Waterman. Roll Call; Duvall, abstain; Jones, yes; Richardson, yes; Waterman, yes; Jenkins, yes; Motion carried. The Board went into a closed session.

The board returned from the closed session.

A motion was made to approve the misconduct or harassment and discrimination policy with the following additions: in the section on complaint resolution, paragraph four, the addition at the end of the last sentence is "will make every effort to investigate and issue reports and findings within 30 business days of the date of filing of the complaint" the other addition is in the last paragraph of the same section, the last sentence ends "further action should be taken at the discretion of the board"; Motion Trustee Waterman, seconded Trustee Duvall. Roll Call; Duvall, yes; Jenkins, yes; Jones, yes; Richardson, yes; Waterman, yes; Motion carried.

A motion was made to approve the conflict of interest policy; Motion Trustee, Jones, seconded Trustee Duvall. Roll Call; Duvall, yes; Jones, yes; Richardson, yes; Waterman, yes; Jenkins, yes; Motion carried.

TREASURER'S REPORT

Trustee Duvall, passed out the report and asked the board to review it as well as ask any questions that might arise.

DIRECTOR'S REPORT

The Director reported that the Library of Michigan held a youth maker workshop at the library which was quite successful and the library should be proud that we hosted such an event which was so successful. The Director prepared recommendations which were given to the board for building updates, including the fire alarm system, a security gate and tags for collection items, roof maintenance, and electric work.

CHAIRPERSON'S REPORT

The Chairperson asked that the board packets be ready by the Friday before the board meeting. A committee needs to get together to plan for the annual gala in February. The Art Experience provided

four artists to pain the Little Libraries so they could be installed before the ground gets hard for winter. Roger Derby's family sent a thank you in August for attendance. Oakland Township Garden will no longer provide any plants. If anyone has a new or slightly used costume to donate for the Pretty Princess Tea Party it would be greatly appreciated.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BOARD COMMENTS

There were no board comments

The meeting was adjourned.

Submitted,

October 6, 2016

Joshua Campeau, Library Assistant, Administration
Pontiac Public Library