

Pontiac Public Library Board of Trustees Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- January 24, 2018
5:30 P.M.

The meeting was called to order by Library Director, Devan Green. Roll Call: Duvall, present; Earl, present; Hatchett, present; Maxey, present; Richardson, present; Rutherford, present. A quorum was present.

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

A motion was made to change the agenda and move the approval of the agenda before the election of the officers; Motion Trustee Hatchett, seconded, Trustee Rutherford; Discussion; Trustee Richardson also wanted to move another item on the agenda regarding the resolution made about the Director at the December meeting from old business to action items; the motion was rescinded and re motioned to include this change; Roll Call; Trustee Duvall, yes; Trustee Earl, yes; Trustee Hatchett, yes; Trustee Maxie, yes; Trustee Richardson, yes; Trustee Rutherford, no. Motion carried.

ELECTION OF OFFICERS

Mattie Hatchett was nominated for Chairperson of the Library Board; Nomination Trustee Rutherford, seconded, Trustee Duvall; Roll Call; Earl, yes; Duvall, yes; Hatchett, yes; Maxey, yes; Richardson, yes; Rutherford, yes. Motion carried.

Perry Earl, Jr. was nominated for Vice-Chairperson of the Library Board; Nomination Trustee Duvall, seconded Trustee Maxey; Roll Call; Maxey, yes; Earl, yes; Rutherford, yes; Hatchett, yes; Duvall, yes; Richardson, yes. Motion carried.

Holbert Maxey was nominated for Treasurer of the Library Board; Nominated Trustee Maxey, seconded Trustee Earl. Vernita Duvall was also nominated for the Treasurer position; Nominated Trustee Duvall, no second. Roll Call for Holbert Maxey's nomination; Maxey, yes; Earl, yes; Rutherford, yes; Hatchett, yes; Duvall, no; Richardson, yes. Motion carried.

Melanie Rutherford was nominated for Secretary of the Library Board; Nominated Chairperson Hatchett, seconded, Trustee Maxey; Roll Call; Maxey, yes; Earl, yes; Rutherford, yes; Hatchett, yes; Duvall, yes; Richardson, yes. Motion carried.

PUBLIC COMMENTS

Chairperson Hatchett mentioned that in the future those who want to speak will need to sign-up on a clipboard in advance.

Bob Allred addressed the board asking their thoughts on the Dream Cruise. He wanted to know if the library would be interested in hosting a carnival or vendors on the location in order to raise money. Chairperson Hatchett addressed Mr. Allred and asked that he provide his contact information to the Library Director, Devan Green so that the library could keep contact and plan for the Dream Cruise.

Billie Swazer said she recalled that during the election for the new board that some candidates mentioned the need for a new library location or building and that she was opposed to this idea due to financial restrictions. She wants the library to stay at this location and to beautify it.

Kerry Tolbert congratulated the newly elected library board members.

Cynthia Samples addressed the board and mentioned updates that have occurred to the library in recent years. She felt that those improvements hadn't been noticed and appreciated.

Delores Stephens discussed the Urban Senior Job Programs which allowed her to be working at the library. She said that there had been a lot of improvements, but there was still a lot more that could be done. She welcomed the new board and said that she appreciates their intersectionality and looks forward to the changes that they will bring.

Carolyn Price suggested that the library change chairs from the fabric ones to another type of chair due to the large quantity of homeless patrons who attend the library which can cause some chairs to smell.

Commissioner Bowman congratulated the new library board on their election and proposed an opportunity to host a community forum at the library on Tuesday February 20, from 5-8pm in order to find out how best to serve the residents and the relationship between the residents and the hospitals.

Phyllis Slater of the Pontiac Lion's Club discussed how the library was working with them under the old board to bring computer programs for the blind and visually impaired. She mentioned that the program wasn't working with the computers even with the help of the library's technology staff and that she wanted to see a solution and support from the new library board. Chairperson Hatchett, addressed Ms. Slater and said that she wanted the board to make a motion in order to help this initiative succeed.

A motion was made to have a meeting to talk about how to get the software up to par so that those who have a sight handicap can utilize the service and permission was given to the Library Director, Devan Green and Rosie Richardson to help make this happen; Motion Trustee Rutherford, seconded, Trustee Earl; Roll Call; The Ayes had a majority vote. Motion carried.

Brandon Shelton congratulated the new board on their appointment and addressed Ms. Slater by stating that during his shift he would be sure to help her and other visually impaired individuals get in the building if they called the library in his capacity as security staff for the library.

Trustee Rutherford thanked the staff for their work and for taking on her daughter for an internship. She said that she appreciates the work the staff puts in.

Carolyn Price also thanked the staff for their hard work.

MEETING MINUTES

Chairperson Hatchett asked that the December 20, 2017 meeting minutes be discussed though she felt she should abstain from voting on them because she hadn't had the opportunity to read them yet.

A motion was made to approve the December 20, 2017 meeting minutes; Motion Trustee Rutherford, seconded Trustee Richardson; Roll Call; Maxie, abstain; Earl, abstain; Rutherford, yes; Hatchett, abstain. Motion failed. The Chairperson requested that the minutes be added to the agenda for the February meeting.

FINANCIAL REPORT

Mr. Harden, the library's accountant reviewed profit and loss budget vs. actual report from July-December 2017. Mr. Harden explained the way the report was written out for the new board. The variance for the revenues category is currently reflecting a favorable variance. The expenses are currently under budget which reflects a favorable variance for the year to date basis. The net income for the library also reflects a favorable variance.

Chairperson Hatchett asked Mr. Harden if the library had the ability to move money from one line item to another. Mr. Harden responded that the state looks at broader categories for total income, rather than all the smaller individual accounts. Trustee Maxey noticed that 15 different items were in the over budget column and wanted to know more about that. Mr. Harden stated that sometimes being over budget was good, that it depended on whether the item was a revenue or an expense. Trustee Rutherford asked about the expenses for the debt services and Mr. Harden said that debt service was forecasted for the amount that would be paid for this fiscal year; the Trustee asked about the air conditioning and where that money would come from and Mr. Harden said the financing of the air conditioning system comes from the debt services line item.

The Library Director, Devan Green mentioned that the board knew about the issues with the air conditioning system and the agreement in December and that an addendum was added to the agreement which required them to test the system in the Spring and that if there was a problem in the Spring that the library would not be at a loss.

Mr. Harden continued his report and reviewed the balance sheet. Total checking and savings has \$1,214,038.66 and total current assets of \$1,264,403.66 and total fixed assets of \$455,357.64 for a total asset balance of \$1,719,761.30. Total liabilities are \$327.95 and equity is \$1,719,433.35 for a total liabilities and equities of \$1,719,761.30. The investment account which was opened last fiscal year has \$572,952.75 and it originally started with only \$500,000 in the account.

A motion was made to accept Mr. Harden's financial report; motion Trustee Maxie, seconded, Trustee Rutherford; Roll Call; The Ayes had a majority vote. Motion carried.

TREASURER'S REPORT

Trustee Maxey gave the beginning balance as of December 1, 2017 of \$721,432.71 and ending balance as of December 31, 2017 of \$662,573.67. The balance to date as of January 24, 2018 was \$662,513.70. Deposit totals for December, 2017 were \$12,071.66. The balance of the investment account as of January 24, 2018 was \$593,841.66 and there were a few notable deposits.

DIRECTOR'S REPORT

The Library Director addressed the board about the Prometheus board that the library had acquired from one of the closed down schools. The board is currently in storage and isn't currently functional because the library is missing some components needed to make it operate. Chairperson Hatchett said that the Director should investigate that matter and possibly even have a site visit to a school which is utilizing the technology.

The Director also discussed her recommendation that the library update the security system for the library materials and that we should upgrade to the new RFID technology which is installed in security gates and would be put into the materials. She provided quotes from two companies who could help install the RFID technology.

She passed out quotes to the board of the two investigators who the previous board had looked into using for investigating the slanderous publication about the Library Director.

There was a surprise inspection from the State of Michigan of the boiler room and the library was charged \$250 due to violations found in the boiler room. The Director recommended that the company which manages the HVAC system be invoiced for this amount because if their work had been in order then the library wouldn't have incurred this charge.

The Director reported on the library copiers and printers and mentioned that a company had given quotes on providing new copiers which they claimed would help save the library money. The new copier would allow for dollar bills to be used or work with the money on a patron's library card. It looks as though the library could stand to save \$1,000 dollars a year, but we would have to lease new copiers and we own the current copiers.

The Director discussed the possibility of a spring gala and provided reports for the board on the previous two galas. There was concern over the costs because in the last year's gala the library spent more than they took in donations from it.

Trustee Rutherford asked the Director if the gala is profit saving or a profit loss and she responded that we did lose money. Trustee Rutherford also asked if the Director felt the library gained anything from the gala and she said that she felt the money could have been better spent elsewhere. Trustee Rutherford also asked about Lizut and the fines incurred from the inspection and the Director said she did plan to invoice Lizut and that they had been told about the matter and it seemed that they were willing to pay the expense. Trustee Rutherford asked about the copiers as well and wanted to know if the new ones would be beneficial to the library financially and the Director felt that based on the report provided that the library would save money because the amount spent per copiers would be less.

Trustee Maxey said that looking at the numbers for the gala report that it was clear that the library was losing money regardless of anyone's opinion on the gala itself. Trustee Richardson said that money could be taken from the investment fund in order to have a gala and make it a fundraiser so that no money would be coming out of the library's budget; she felt the gala was a nice community event. Chairperson Hatchett said that she doesn't like the idea of obtaining anything that is refurbished; she also felt that the library should have some kind of community event like the gala, but that she wanted it to be more affordable and not provide such a cost to the library. Chairperson Hatchett recommended

putting the copier on the agenda for next month after more research had been done into how much purchasing a new model would cost.

A motion was made to put the copier on the agenda for next month so that the board will have the information on how much brand new copiers would cost; Motion Trustee Rutherford, seconded, Trustee Maxie; Roll Call; The Ayes had a majority vote. Motion carried.

A motion was made to not host a gala and instead host another event that brings the community to the library; Motion Trustee Rutherford, seconded Trustee Earl; Discussion; Trustee Maxie mentioned that he supports having strategic planning with the community being involved; Trustee Earl stated that he felt there were enough people in the community that we could turn to in order to get something created for the library that would be profitable. He suggested a special meeting be held regarding planning. Roll Call; The Ayes had a majority vote. Motion carried.

A motion was made for the board to purchase the RFID technology that the director presented from Tech Logic; Motion Trustee Rutherford, seconded, Trustee Earl; Discussion; Trustee Richardson asked why the library wanted to lease the gate when we already own the current one. Director, Devan Green responded that the library would own the gate after the term was completely paid off or that we could choose to purchase it outright. Trustee Earl rescinded his motion.

A motion was made to buy the RFID security equipment outright; Motion Trustee Earl, seconded, Trustee Rutherford; Discussion; Trustee Richardson asked if the total price was negotiable. The Library Director believed it was that this was just an initial quote.

A motion was made to amend the original motion to allow for negotiations to be made before purchase and make sure there is an extended warranty; Motion Trustee Richardson, seconded, Chairperson Hatchett; Roll Call; The Ayes had a majority vote. Motion carried.

Roll Call for the amended motion; The Ayes had a majority vote. Motion carried.

OLD BUSINESS

Chairperson Hatchett asked about the investigators and the quotes which were brought before the board. She acknowledged that Trustee Duvall and Mrs. Jenkins were appointed by the previous board to investigate the matter, but wasn't sure if Mrs. Jenkins should still handle the matter since she isn't on the board. Director, Devan Green said that the quotes brought before the board were just that, quotes of the investigator's prices; no decision had been made on who to use or how we would proceed with the investigation yet. The board reviewed the two quotes. Chairperson Hatchett explained to the current board that the investigators were being hired to investigate a slanderous document which had been circulated. The Chairperson asked that the board decide which of the investigators to hire.

A motion was made to hire the investigators who the attorney recommended; Motion Trustee Rutherford, seconded, Trustee Earl; Roll Call; The Ayes had a majority vote. Motion carried.

Chairperson Hatchett said that she would get together with the Director to draft a letter to send to the investigators. The Chairperson asked which line item the money for the investigators would come from, to which the Director responded Other Professional Services.

The board discussed the need for a new fire alarm system and that the money for this item would come from capital improvements. The Director suggested putting out a bid and getting multiple quotes for the fire alarm system. She said that the alarms in place are from the original building and that the last time there was an incident the alarms only came from the emergency exits, rather than the fire alarm system.

A motion was made for the board to accept sealed proposals turned in, in person, by 5:30pm on February 23, 2018 for the fire alarm system; Motion Trustee Rutherford, seconded, Trustee Maxie; Roll Call; The Ayes had a majority vote. Motion carried.

NEW BUSINESS

The Board discussed their desire to share video recordings of the board meetings to the public. In the past groups used to record their meetings and turn those in to City Hall to have them run it. Chairperson Hatchett stated the need to have more public interest and support. Trustee Rutherford felt there was a need to have the videos streamed online as well for the public to see.

A motion was made to have the board meetings taped by City Hall and to stream the videos online through Pontiac Public Library social media accounts; Motion Trustee Rutherford, seconded, Trustee Earl; Discussion; Director Devan Green wanted the board to know that the recording for the current meeting had some technical difficulties so it wouldn't be able to be hosted in its entirety and that she would have to look into live streaming the meetings. Roll Call; The Ayes had a majority vote. Motion carried.

The Board discussed the need to form a committee to look into revising the bylaws which govern the Library Board. Trustee Rutherford suggested appointing someone for the committee who is not on the Library Board and therefore won't be biased. Trustee Maxey said that the seating for the committee can't come from outside the Board according to Robert's Rules of Order. Three board members volunteered to make up the Bylaws Committee including Trustee Richardson, Trustee Earl, and Trustee Maxey. Chairperson Hatchett put Trustee Earl in charge of the Bylaws Committee.

Trustee Rutherford, Trustee Richardson, and Trustee Earl were tasked with coming up with an alternative event to serve in place of the Annual Gala's that the previous board had hosted.

Trustee Richardson requested to rescind her yes vote which was made on the investigation into slanderous documents written about Devan Green during the December, 2017 board meeting in order to change it to a no vote.

BOARD COMMENTS

Trustee Rutherford noted that she felt offended that the discussion of the slanderous document and how the board handled it kept returning when the board knows that there is a pending investigation into the matter.

Trustee Earl said he appreciates everyone coming out and the staff of the Pontiac Public Library.

Trustee Maxey thanked everyone for coming out and said that he was most interested in the community involvement of the library.

Chairperson Hatchett thanked everyone who was in attendance and said she hopes that the Board will continue to get support at these meetings in the future. She also discussed recent issues the library had experienced with homeless patrons to the library and asked for community support to find creative solutions which could help the library gain more control.

A motion was made to adjourn the meeting; Motion Trustee Rutherford, seconded, Trustee Maxey. The meeting was adjourned.

Submitted,

January 31, 2018

Joshua Campeau, Operations Librarian, Administration
Pontiac Public Library

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