

Pontiac Public Library Board of Trustees Special Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- March 21, 2018
5:30 P.M.

The meeting was called to order by Chairperson Hatchett. Roll Call: Hatchett, present; Duvall, present; Maxie, present; Rutherford, present; Earl, absent; Richardson, absent. A quorum was present.

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

A motion was made to approve the agenda; Motion Trustee Rutherford, seconded, Trustee Duvall. Roll Call; Hatchett, yes; Duvall, yes; Maxie, yes; Rutherford, yes. Motion carried.

PUBLIC COMMENTS

No public comments were made.

PANCAKE PAVILION MANAGEMENT DISCUSSION

Chairperson Hatchett stated that the board was here to review the management of the Pancake Pavilion by vendors Unique Food Management and Holy Smokes Barbecue, as well as plans for future management of the pavilion. Mr. Hawkins of Holy Smokes Barbecue was given the floor to present to the board his history managing the pavilion.

Mr. Hawkins stated that he had the previous report given to the board and that he had given two presentations to the board in the past one in October and one in March. He mentioned that he had partnered with Unique Food Management and had taken on the position of manager after the initial engagement letter. He mentioned that 10 percent of the revenues from the Pancake Pavilion were given to the Library and that when he managed the parking lot after hours on the weekend when Erebus was open, that all the money was given to the Library except for \$50 which was set aside for the volunteers who were working the parking lot.

Trustee Duvall asked Mr. Hawkins if the activities with the Pancake Pavilion and the parking lot were separate or not. Mr. Hawkins responded that they were done together, not as separate operations.

Trustee Earl asked if there was documentation to back up what Mr. Hawkins said about money which was donated to the library. Mr. Hawkins responded that he did have that documented.

Trustee Rutherford asked if Mr. Hawkins works for Unique Food Management and he responded that he doesn't. The last time he worked for Unique Foods was sometime in spring of 2015. Trustee Rutherford asked why liability insurance for Holy Smokes Barbecue wasn't presented to the board and showed that the insurance on file was for Unique Food Management. She mentioned that Mr. Hawkins got the keys for the pavilion when he worked under Unique Food Management. Mr. Hawkins stated that he could provide the liability insurance for Holy Smokes Barbecue. Trustee Rutherford also asked why there wasn't a monthly report for the pavilion provided instead of the one they were shown for the whole year. Mr. Hawkins stated that even though he wasn't an employee that he had continued to work with

Unique Food Management to make sure the pavilion was successful and that the monthly reports had never been an issue under the old board; he had only been asked to report twice annually. Trustee Rutherford stated that Mr. Hawkins should have been forthcoming with the information that he doesn't work for Unique Food Management back in 2015 when he first was no longer employed by them; she felt it was an issue that there was never a paper trail to show this.

Chairperson Hatchett stated that the May 14, 2014 engagement letter which began the agreement wasn't with Mr. Hawkins, it was with Mrs. Randolph of Unique Food Management. She stated that if another arrangement needed to happen that another engagement letter should have been drawn up and presented because permission had only been given to Unique Food Management. She also mentioned that there was no officially written and signed agreement regarding anyone handling the parking lot of the Library which puts some liability on the Library and the board. She felt that there wasn't due diligence under the previous Library Board. Mr. Hawkins stated that he was operating under the original agreement with Unique Food Management and that everything was still under their name. Chairperson Hatchett asked that the total amount the library had received from the Pancake Pavilion over the entire period be presented to the board as an official agenda item at the next regular meeting scheduled for Wednesday, March 28th.

Mr. Hawkins stated that these decisions for managing the pavilion had been run by the Library Director as well as the previous Chairperson. Mr. Hawkins said that he wants to work with the board to right any issues they have with the management of the pavilion. He also requested temporary access be granted to the pavilion until the second weekend in April, so that he can remove his equipment and clean up the space which will give the board the opportunity to put out a new bid for the management of the pavilion.

Director Green addressed some concerns she had with Mr. Hawkins management of the pavilion to the board. She felt that there was an agreement which wasn't in writing that she wasn't privy to with the way the pavilion was run. She also felt that when the library received donations was infrequent and never expected. She stated that she felt at times it was a surprise as to when Mr. Hawkins would be there and that there was too much clutter often times.

Trustee Duvall told Mr. Hawkins that she appreciated the work he did for the library even though some of his services may have gone beyond the scope of the agreement. She still thought he did a good job with the work for the library and stated that the money he made off of selling food from the Pancake Pavilion was not a significant amount.

Chairperson Hatchett said that the board would have a discussion as to how they want to handle the Pancake Pavilion at the next board meeting and it will be on the agenda. She said that unless the agreement was officially canceled that the Library was still supposed to be running the pavilion with Unique Food Management due to the contract in place. The Board will reach out to Mrs. Randolph of Unique Food Management to see how she wants to proceed.

BOARD COMMENTS

Chairperson Hatchett asked the board members present to make it known if there were items they wanted discussed and added to the agenda of the next board meeting.

Trustee Duvall said that if board members added items to the agenda she wanted to make sure it wasn't too many because at times it can be daunting to be present and an active participant when the board meetings run too long.

Trustee Rutherford stated that she isn't satisfied with this situation and felt that consequences for the behavior should be considered. She felt that the only reason these issues with the pancake pavilion persisted was due to the mismanagement of the previous Library Board. Chairperson Hatchett responded that as the chair she didn't want to focus on the past, but wanted to put procedures in place to rectify the way the board and library are run presently.

A motion was made to adjourn the board meeting; Motion Trustee Duvall, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Maxie, yes; Duvall, yes; Rutherford, yes. Motion carried.

Submitted,

March 27, 2018

Joshua Campeau, Operations Librarian
Pontiac Public Library