

Pontiac Public Library Board of Trustees Special Meeting
Pontiac Public Library, 60 East Pike Street, Pontiac, MI 48342
Board Meeting- May 23, 2018
5:30 P.M.

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

APPROVAL OF AGENDA

The board reviewed the meeting agenda.

Chairperson Hatchett added an item to the agenda under New Business, which was naming of the pavilion.

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

PUBLIC COMMENTS

Trustee Hatchett asked that in the future a sign-up sheet be used for public comment which would ask the individual's name, contact information, and topic of discussion.

Public Comments were made by Cynthia Samples, and Jesse Cleary.

Trustee Richardson arrived during the public comments.

APPROVAL OF MEETING MINUTES

The Chairperson asked the Board to review the April 25, 2018 meeting minutes.

A motion was made to approve the April 25, 2018 minutes; Motion Trustee Earl, seconded, Trustee Duvall. Roll Call; Hatchett, yes; Earl, yes; Duvall, yes; Richardson, no; Rutherford, yes. Motion carried.

FINANCIAL REPORT

Mr. Harden reviewed the profit and loss budget vs actual report for the board for the period July 1, 2017-April 30, 2018. The total income year to date are \$698,678.37 which is a favorable variance in the budget. The total expenses for year to date are \$828,381.08 which is a favorable variance in the budget.

A graph representation of the expenses and revenue was presented to the board which will be a standard part of the financial reports going forward.

The balance sheet shows a total of \$963,453.70 in the checking and savings account. The investment account has \$565,227.95. The general checking account has \$398,143.01. The total assets are \$1,469,426.34. Total equity is \$1,468,980.20.

Trustee Hatchett asked the accountant if the Library was supposed to be in the negative with more expenses than revenue at the end of the fiscal year on June 30. The accountant responded that the negative expenses over revenue was projected for this budget period and that the Library was supposed to use the positive fund balance to cover that.

A motion was made to accept the financial report; Motion Trustee Duvall, seconded, Trustee Rutherford. Roll Call; Hatchett, yes; Earl, yes; Duvall, yes; Richardson, yes; Rutherford, yes. Motion carried.

CHAIRPERSON'S REPORT

Chairperson Hatchett had nothing to report to the board.

DIRECTOR'S REPORT

Director, Devan Green presented a quote from FED Brother for a new front door that would slide open to better accommodate wheelchairs. She suggested the board put out an RFP if they want to pursue this matter because of the cost. Another quote was presented from Library Design regarding moving book cases in order to lay down new carpeting. A third quote was presented for remodeling the Circulation Desk in order to put the new security gates in place.

Trustee Richardson asked if the board would be open to getting new wooden shelves from one of the schools that had closed down. Mike Stevens owns the buildings and furniture in the closed down schools and would need to be contacted. Trustee Rutherford had concerns with the condition of the furniture. Chairperson Hatchett asked that if anyone on the board would like to investigate furniture donation that they do so and report back to the board.

Director, Devan Green stated that the Library did receive a grant from Legacy Credit Union which is being used to fund some of the vendors that will be participating in the summer reading kick-off celebration on June 16th. She also asked that dates be sent for the budget hearing. There is a posting for the security guard position due to a pending investigation involving the staff member who has been suspended without pay. The construction on the pancake pavilion was completed and there are groups curious about if the fundraisers will be continued. There currently is no food handler's license attached to the pavilion.

A motion was made to accept the director's report; Motion Trustee Duvall, seconded, Trustee Earl. Roll Call; Hatchett, yes; Earl, yes; Duvall, yes; Richardson, yes; Rutherford, yes. Motion carried.

NEW BUSINESS

The signs that were up on the pancake pavilion were removed and haven't currently been replaced because those signs were from when the city owned the Library. Chairperson Hatchett wanted to know if the board would like to rename the pavilion and how they thought the community would feel about a name change. Trustee Rutherford suggested that if the names were changed to have the original named embedded into a table in the pavilion to honor the original names associated with the pavilion.

A motion was made to have Chairperson Hatchett talk to Carolyn Price and Shay Lewis in order to rename the pancake pavilion after Hubert Price and Marie Johnson; Motion Trustee Rutherford, seconded, Trustee Earl. Discussion; Trustee Duvall suggested that we also go to the Smith and Holland

families in order to let them know about the signs being relocated; Trustee Richardson said that the board is adding names to the pavilion, not removing the old ones. Roll Call; Hatchett, no; Richardson, yes; Duvall, yes; Earl, yes; Rutherford, yes. Motion carried.

A request was made to put up Evelyn LeDuff's picture with Hubert Price and Joyce Allen behind the circulation desk of the Library. The Director has been working on this matter.

Chairperson Hatchett asked about posting the RFP for snow removal. The Director stated that it is posted, but the Library hasn't currently received any bids. The posting is up on the Library website.

Chairperson Hatchett asked about the board members getting their names put up at city hall under their pictures. Director Green stated that she was waiting on a quote and that she would get the matter taken care of.

ACTION ITEMS

The Budget Hearing needs to be scheduled and the special meeting regarding staff wages needs to be rescheduled still. The board scheduled a special meeting on Monday June 4th at 3:00pm in order to discuss the budget presentation for fiscal year July 1, 2018-June 30, 2019.

The budget hearing was scheduled for Wednesday, June 27 at 5:30 during the regularly scheduled Library Board meeting and will be immediately followed by the regularly scheduled meeting.

BOARD COMMENTS

Trustee Duvall discussed the Pontiac Big Idea Program offered through Flagstar Bank for the city of Pontiac. The community meeting for the program meets every third Wednesday at 4:30 and will provide information as well as tell potential entrepreneurs how to apply for financial support.

Trustee Rutherford discussed her concerns with individuals coming in to the meeting and making disrespectful comments. She stated that she wanted it to stop.

Chairperson Hatchett stated that she felt the Friends of the Library needed to be discussed at the next board meeting as an agenda item and that the President of the Friends should be invited to attend the meeting.

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

Submitted,

June 7, 2018

Joshua Campeau, Operations Librarian
Pontiac Public Library