

PONTIAC PUBLIC LIBRARY BOARD MINUTES

February 5th, 2019

I. Roll Call

Chair Hatchett – Here, Vice Chair Earl – Here, Secretary Rutherford – Here, Trustee DuVall - Here

II. Approval of Agenda

Motion to Approve by Secretary Rutherford, Support by Vice Chair Earl

Roll Call: Chair Hatchett – yes, Trustee Duvall – yes, Secretary Rutherford – yes, Vice Chair Earl – yes

Motion Passes

III. Moment of Silence

IV. Public Comment

none

V. Approval of Minutes of December

Motion to Approve by Secretary Rutherford, Support by Vice Chair Earl

Roll Call: Chair Hatchett – yes, Trustee Duvall – yes, Secretary Rutherford – yes, Vice Chair Earl – yes

Motion Passes

VI. Finance Report

Total Assets – 1,394,859

Total Equity – 1,381,834

Motion to accept by Secretary Rutherford, Support by Vice-Chair Earl

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Trustee DuVall – Yes, Secretary Rutherford – Yes

Motion Passes

VII. Auditor's Report

No transactions that lacked proper guidance noted.

No difficulties preparing the audit

No major adjustments to any financial statements

Director Green will provide the Auditor with documentation on funds set aside/used for capital improvements

Chair Hatchett opened up the floor for questions from the Board and there were none about the audit. Trustee DuVall asked to include an item in next month's agenda in regards to retaining Gregory Terrell & Company's service; which she is in favor of.

Motion made to approve the auditor's report pending the Auditor receiving a letter from management by Secretary Rutherford, Support by Vice Chair Earl

Roll Call: Chair Hatchett – yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes

Motion Passes

VIII. Chair Report

The National Pan Atlantic Counsel would like to make a quilt made up of the T-shirts of all its Greek members. A representative has met with Director Green over the size and Chair Hatchett has approved of the plan. The Pan Atlantic Counsel would like to do this in honor of Black History Month to celebrate 25 years of service.

IX. Director's Report

All repairs required for the safety inspection and the re-inspection was approved including rekeying the building to a master key system.

When the budget was done, the debt portion was not updated and needs to have the AC system payments included. In October of 2019, the debt of 2014 will be paid off and the budget for the next fiscal year should reflect that decrease

The Barnes and Noble fundraiser changed the rules so instead of receiving cash, the library received a thirty dollar gift card. The card was given out as the prize at the Teen Snowflake Ball.

In Regards to the RFP that was put out for surveillance, no additional companies put in bids before the deadline. Brian Carr provided two proposals; one for a digital video recorder service and one for a network video recorder. Director Green made a visit to The Downtown Surveillance Group office to see how the surveillance is run. The Director recommends that the board vote on the proposal for the NVR and the higher quality cameras.

Last week when it became extremely cold we had a pipe burst in the pancake pavilion and those that examined it stated that we needed to winterize the building when it is

not in use. There is a broken pipe coming from the water main to the pavilion however WRC cannot find the exterior main valve, but once it is found the plan is to begin properly winterizing the structure. During inspection of water damage it was found a significant amount of mold that may be related to a prior incident that needs to be address before we can allow vendors to use it.

This Thursday, February 7th, there will be a Black History Month program at the Library at 6:00pm. The two speakers are President of the City Council Kermit Williams and Kaino Phillips, President of the ASCEND foundation. There will be dinner, poetry and music. Secretary Rutherford will be singing as well.

Author Tommi Stephens is from Pontiac and she will be coming to Pontiac Public Library to read part of her book "Only when it Rains" to the children.

Secretary Rutherford asked for clarification on the deadline and announcements of the RFP in regards to the surveillance programs.

Motion made to accept the Director's report by Vice Chair Earl and supported by Secretary Rutherford

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes

Motion Passed

X. Old Business

Policy/Bylaws-

Chair Hatchett asked Director Green to add this under Old Business for next month.

XI. New Business

Surveillance Proposal –

Chair Hatchett does not support sending out a new RFP and would prefer using a Pontiac Business than going outside of the city to get new offers. Director Green explained how impressed she was after seeing how easy it was for Brian Carr to pull up footage of an event. Trustee DuVall suggested starting with the base program and working it in with our equipment and expand from there. Carr stated that what they would be installing would not function with the previously installed equipment.

Vice Chair Earl made a motion to accept the proposal from the Downtown Pontiac Surveillance Group for the NVR system, supported by Trustee DuVall.

Roll Call: Vice Chair Earl – Yes, Trustee DuVall – Yes, Chair Hatchett – Yes, Secretary Rutherford – No

Motion Passes

Director Green clarified that any behavior of representatives of Downtown Pontiac Surveillance Group and their interaction with Pontiac Library patrons would fall under policies already established in the library's code of conduct. Chair Hatchett asked for a contract proposal to be added to the next Board Meeting agenda.

Surplus Furniture –

The Pontiac Library has a surplus of unused furniture that is either old or broken that is sitting in the dock area or in downstairs offices. Director Green asked for the go ahead from the Board to handle the furniture situation in whatever way that she deems best and then report back. Secretary Rutherford suggested donating it to a business called Humble Design that helps with first time home buyers and using it as a tax write-off. Chair Hatchett agreed that if we are not using the furniture than we should just get rid of it and asked for Director Green to look into it and report back to the Board in two weeks.

XII. Action Items

Budget amendment to update Debt service account –

Motion made by Secretary Rutherford to accept budget amendment for Debt Service payment to reflect the scheduled payments put forth by Director Green, Supported by vice Chair Earl.

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Trustee DuVall – Yes, Secretary Rutherford – Yes

Motion Passes

XIII. Board Comments

Vice Chair Earl reported that the Karate program was going very well and that the mats will be arriving next week. Secretary Rutherford would like it put in writing when the mats will be arriving for the programs use. Trustee DuVall would like to see more people from the library coming to the community meetings and have more input into the Downtown Pontiac Initiative.

XIV. Adjournment

Secretary Rutherford made a motion for adjournment, supported by Vice Chair Earl