

Hamtramck Public Library
Library Board
2360 Caniff Ave., Hamtramck, MI 48212
Minutes from October 13, 2022

Board Members present at the meeting: Raymond Bittner, George Gorday, Kathy Kristy, Jerzy Dabrowski (by proxy) and Tamara Sochacka.

Absent: Sandra Jabril (excused)

The meeting was opened at 6:00 PM. All participants had an opportunity to pick up the report prior to the meeting.

As the first order of business - agenda was adopted on a **motion by Mr. Gorday**, seconded by Mr. Dabrowski (proxy), passed.

Minutes from September 8, 2022, meeting were read and adopted, on a **motion by Mr. Gorday**, seconded by Mr. Dabrowski (proxy), passed.

Financial reports and invoice listings were discussed and adopted on a **motion by Ms. Kristy**, seconded by Mr. Gorday, passed. The vote was to accept the reports, but questions as to the accuracy of city accounting remained.

Under old business, the following were discussed:

Update on the Library staff

Activities of the Friends of the Library

A report was presented on the Comcast channel 19 broadcasting project. The broadcasts started on July 1, 2022, and in August the channel 19 also begun streaming on Hamtramck Public Library YouTube Live channel. The broadcast has been on air 24/7. Currently we are in phase two, which puts emphasis on creating content. It will take approximately one year to complete most of the programing goals. Recently an opinion show, Planet Ant show, Motivate Me 313 show, and ESL classes have been added to the programing schedule.

The city accounting acknowledged the receipt of monies from the ARPA grant, sent by the Library of Michigan on August 5, 2022. They have posted that money for the month of June 2022, instead of the month it was sent. No explanation was given, but the report for the fiscal year 2021-2022 was again changed retroactively.

The PNC bank has asked for a confirmation of individuals who are in charge of the Library Fund. That confirmation needed to be in a form of a so called "solicitor's letter" from the city attorney. The library's attorney contacted the city attorney and such a letter was prepared on September 19th, 2022 (deadline was set for September 21st, 2022).

The “solicitor’s letter” was submitted to the bank on time, however the person in charge of the account was on vacation. A copy of the letter was also emailed to the Hamtramck branch (Elaine Holiday), but it was not entered into the system before the deadline. This resulted in closing of the initially established account and opening of a new account with a new account number. Change in the account numbers meant that the checks printed for the PNC Bank account would have to be reprinted.

A special meeting of the Library Board was called on Friday, October 7, 2022, to sign the documents for the new account. The following board members were appointed as designated signers and participated in the meeting: Mr. Bittner, Ms. Kristy, Ms. Jabril and Mr. Gorday. The signed documents were submitted to the PNC Bank on Monday, October 10, 2022, checked and accepted by Mr. Lawrence Ingram, Hamtramck branch manager.

The general liability insurance for the Board of Directors is not in force as of the October meeting. We have filed a third application for that insurance, which is being considered.

The attorneys have been working on the agreement to separate library accounting and banking from the city. Finally, it was agreed that the library is not separating completely from the library, will not be leasing the building and property from the city, but only separating accounting and banking, and the final agreement has been changed to reflect that. The agreement has been presented to the City Council on October 11, 2022, and passed unanimously. The city manager is currently working out the details of transferring the library money from the city’s general fund to the Library Fund.

No one has been hired to date to fill the position of library aide vacated by Joshua Young. The Board has authorized the library Director to advertise and interview candidates to fill that position.

Under new business,

In the Director’s report, Ms. Sochacka informed the Board on the upcoming programs. Also, she made a brief report on the new books purchased for the collection and book donations received.

Statistics on the library users, computer users, programs and program participants were presented to the Board. The number of users is slowly growing again.

The Board received a listing of library’s attorney’s fees for the Month of September, along with an invoice. Because of the stalling tactics used by the city and city’s attorney, we have been forced to spend much more money than anticipated to work out the agreement between the city and the library regarding the separation of accounting and banking.

The next regular meeting of the Library Board has been set for November 10, 2022,

at 6:00 pm.

A motion was made by Ms. Kristy to adjourn the meeting, seconded by Mr. Gorday, passed.

Minutes taken by
Gregory Kirchner
Executive Assistant to the Library Board.